

To: From:

Subject: Attendance to Xcelerate17, the Annual eMaint User & Training Conference



I’m writing to ask for approval to attend Xcelerate17, the Annual eMaint User & Training Conference, on November 7 - 9, 2017 in Fort Myers, Florida.

Xcelerate17 is a once-a-year training conference designed to help eMaint users get the most out of their system. Attendees will have the opportunity to experience eMaint X5, the next generation CMMS, choose from dozens of training sessions that focus on eMaint CMMS features and functions, implementation, and reliability best practices, network with global eMaint users, and connect one-on-one with eMaint’s support team, account managers and product experts.

In particular, if I am able to attend this training event, here are some projects that I think will benefit:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Here’s an approximate breakdown of costs:

|  |  |
| --- | --- |
| Registration Fee | $1,495.00 |
| Optional Pre-Conference New User Training | $300.00 |
| Airfare | $XXX |
| Ground Transportation | $XXX |
| Hotel | $XXX |

The sooner I can register, the more money we will save on travel costs. I’d also like to note that the registration fee includes two full days of training, breakfast, lunch and snacks throughout those two days, two cocktail receptions, and one customer appreciation dinner.

Following the training event, I will be happy to put together a summary of major takeaways, tips, and recommendations to share with you and other key personnel to demonstrate the value of what I learned.

Thank you for considering my request and I look forward to your response. Sincerely,