Hello <Manager Name>,

Re: Approval to attend ProcessMAP’s 2018 User Conference

With 30+ best practice sessions, hands-on demos, product updates, and breakout sessions presented by power users, technical experts, and industry leaders, ProcessMAP’s User Conference is a must-attend event for anyone who wants to maximize their investment.

The conference will be held April 30 – May 03 in Hollywood Beach, Florida, and will address a wide range of topics, including:

* Successful strategies for reducing incidents and associated claims;
* Driving organization-wide compliance and safety excellence; and
* Integrating risk and EHS management to drive business value

I’ll learn how my peers are solving business challenges with ProcessMAP, and I can bring fresh ideas back to our organization to help us improve processes, save money, and drive efficiency. Since much of the conference is *interactive* and “*idea exchange”* oriented, I’ll be able to benchmark with other companies, pick up valuable tips, and develop a network of industry peers we can call when looking for new ideas – all from a single trip.

**Here’s an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare: | $600 |
| Transportation *(round trip taxi from airport to hotel):* | $80 |
| Hotel *(3 nights at $219++):* | $775 |
| Registration Fee *(complimentary)*: | $0 |
| Meals *(complimentary)*: | $0 |
| Training Fee *(complimentary)*: | $0 |
| **Total** | **$1,455** |

I’ll submit a post-conference reportthat will include a summary of key takeaways and a set of recommendations to maximize our current investment in ProcessMAP.

Thank you for considering this request. I look forward to your reply.

Regards,

<Your Name>