From: Your Name Here

RE: Micro Key Solutions 2013 Users Conference: March 12-15

I’m writing to ask for approval to attend the annual *Micro Key Solutions Users Conference, Mission Possible* with Micro Key, March 12-15 in Kissimmee, FL. The entire staff of Micro Key experts will be on hand to share best practices, hands-on training, new innovations and a lot more. This is an exceptional opportunity to advance our knowledge of the Millennium Series Software and also learn about the latest enhancements from the Micro Key team. I’ll be able to interact with their product experts, industry leaders and Micro Key users from all over the world. Micro Key’s Users Conference is a cost effective way to maximize our investment in our Millennium Software.

The conference includes two full days of product insights, guest speakers and over 12 in-depth training sessions.

I think you’ll agree the following would be of particular value:

* {Insert Session Title}
* {Insert Session Title}
* {Insert Session Title}

The costs below are approximate. Registering early (by Dec. 31) insures a lower registration fee.

|  |  |
| --- | --- |
| Airfare | $ xxx |
| Hotel ($184/night) | $ xxx |
| Meals (All Inclusive) | $ 0 |
| Registration Fee (until 12/31) | $ 720 (Group Rates Available) |
| **TOTAL** | **$ XXX** |

After the conference I will of course, put together a detailed report and conference summary detailing important highlights, plus offer recommendations for implementing what I’ve learned.

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

Regards,

Your Name

Position