<Date>

<Name>

<Company Name>

<Address>

<City, State Zip>

Dear <Decision-Maker>,   
  
I would like to put in my request for funding to attend the February 13-15, 2023 eLogger User Conference in Palm Springs, CA. This conference is centered around educational and networking opportunities with the eLogger team and other client partnerships in various industries. We will go in depth to increase the effectiveness of eLogger to enhance communication and operations here at our facility.

Several factors come into play that will make this conference worthwhile, but the most critical reasons have a direct impact on our company and operations:

* The primary focus of the conference is to introduce many new product enhancements. This conference will offer in-depth training, detailed breakout sessions and discussions of the newest features. Upon my return, I’ll be ready with new skills, updated information and the excitement to train our staff on these features.
* eLogger has many clients in our industry. At this conference, a hand-picked selection of those clients will demonstrate how they have effectively configured and utilized their eLogger system. They will show us exactly how they have configured it to meet specific operational needs. I feel this has measurable benefit to us, allowing us to learn better practices from industry peers and leaders.
* Because it has been so important to attendees in previous years, there will be opportunities for networking with very experienced users. This includes one-on-one appointments and discussions, as well as informal group discussions. What a great opportunity for not just me, but for our organization as a whole! eLogger is constantly evolving to give us the tools and resources that we need to run operations as smoothly as possible. I feel it is important to have ongoing relationships with industry leaders and use this opportunity to work directly with the eLogger team.

In addition, eLogger will give us a forum to ask questions, make suggestions, offer take away solutions and garner ideas for the best ways to deploy them once we get home. The owners will be present and available the entire conference, giving us an opportunity to meet with them and bring my own ideas for future enhancements.

Lastly, but also very important to note, eLogger is pulling out all the stops to celebrate their 20 Year Anniversary! Twenty years as a company, thirty years of the product. This isn’t just a User Conference; this is a celebration! ***We don’t want to miss this*** and we won’t regret attending this special, fun, extremely valuable event.

The full price conference fee is $1,395, but can be reduced by registering before the early bird deadline.

Airfare <$xxxx>

Hotel <$xxxx>

Ground Transportation <$xxxx>

Meals Outside of Conference <$xxxx>

Conference Fee $1,395 after 01/01/2023

$1,295 prior to 12/31/2022

Considering the significant, directly-applicable educational content and relationship-building opportunities within our industry, I feel attending will introduce myself (and others) to top strategies and best practices that will help us reduce costs, increase efficiencies and build value in our organization.

If there’s any further information I can provide to support my request, please do not hesitate to ask!

Sincerely,

<Name>