<Date>

<Name>

<Company Name>

<Address>

<City, State Zip>

Dear <Decision-Maker>,   
  
I would like to request funding to attend the 2019 eLogger User Conference , February 4-6 in Orlando, FL. This conference is designed to offer educational and networking opportunities to increase the effectiveness of communication with eLogger here at our facility.

There are many reasons I feel attending this conference is worthwhile, but the most critical reasons have direct impact on our operation:

* The primary focus of the conference is the new release for 2019. The conference will offer training, breakout sessions, and detailed discussions of the new features. I’ll return ready to help our staff use the new features of our software.
* eLogger has many clients in our industry. At the conference, a hand-picked selection of those clients will demonstrate how they are using eLogger and show exactly how they have configured eLogger to meet specific operational needs. I feel this has measurable benefit to us, allowing us to learn better practices from industry peers.
* Because it has been so important to attendees in previous years, there will be many opportunities for networking with very experienced users, including one-on-one appointments and discussions, as well as informal group discussions. This is a great opportunity for not just me, but for our organization to have ongoing relationships with industry leaders.

eLogger plans to give us a forum to ask questions, make suggestions, and to take away solutions and garner ideas for the best ways to deploy them once we get home. There’s even an opportunity to meet with the owners to bring my own ideas for future enhancements.

The full price conference fee is $1,095, but can be reduced by registering before the early bird deadline and/or sending multiple employees.

Airfare <$xxxx>

Hotel <$xxxx>

Ground Transportation <$xxxx>

Meals <$xxxx>

Conference Fee <$xxxx> The conference fee includes access to all presentation and all meals.

Considering the significant, directly-applicable educational content and relationship-building opportunities, 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>