Dear [MANAGER] –

I would like to get your approval to attend The Blue Mountain Summit. As you know, Blue Mountain Quality Resources is our [CMMS / CCMS / EAM] vendor and their software plays a critical role in our operations. The 2018 Summit is designed to help us:

* Learn the framework to drive process consistency and improve productivity
* Generate maximum ROI
* Get Blue Mountain RAM Admin Training on Form Design, Rule Engine, Query Engine, and User Rights and Groups
* Learn how Blue Mountain RAM can help achieve data integrity
* Interact and learn from experts in our industry

The 2018 Blue Mountain Summit is being held in State College, PA on October 22nd – 25th. Given what I expect to gain, I think it is a great deal. Here is the budget breakdown:

Early-Bird Summit Conference Admission + Training $1,250

Mileage (round-trip to State College @$.55/mile) $[INSERT]

Airfare (round-trip to State College) $[INSERT]

Hotel (X nights @ $129/night) $[INSERT]

Meals (4 lunches and 1 dinner are included) $[INSERT]

TOTAL $[INSERT]

On top of the formal program, I am very excited about meeting other customers who share the same role as myself and face the same types of challenges [COMPANY] is facing right now. I expect to get just as much from those casual conversations as I will from the formal sessions.

I have to register by September 30th to qualify for the Early Bird Pricing. After that, the Registration for both the conference and training goes up to $1,500**.**

Thank you for considering this request.

Regards,

[NAME]