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 2017 Summit was designed to help us:

* Learn the framework to drive process consistency and improved productivity
* Generate maximum ROI
* Get training on either Blue Mountain RAM configuration or maintaining and updating reports
* Learn about how Blue Mountain RAM can drive efficiency and compliance
* Interact and learn from the experts in our industry

It is being held in State College, PA on October 2nd – 5th this year. Given what I expect to gain, I think it is a great deal. Here is the budget breakdown:

Early-Bird Conference Admission + Training $1,250

 Mileage (round-trip to State College @$.56/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 15th to qualify for the Early Bird Pricing. After that, the Registration goes up to $1,500for both admission and training.

Thank you for considering this request.

Regards,

[NAME]