To:

From:

Subject: Attending the Xcelerate22 conference

I’m writing to ask for approval to attend the Xcelerate22 conference on October 11-13, 2022 at the Hyatt Regency in Bonita Springs, Florida.

At Xcelerate, I’ll have the once-a-year opportunity to attend dozens of sessions on CMMS training, the reliability journey, maintenance strategies, and IIoT and data integration.

In particular, if I can attend this training event, here are some projects that I think will benefit:

* [add project or initiative]
* [add project or initiative]

Here’s an approximate breakdown of costs. This offer is specific for The Hyatt ONLY.

(If speaking, there is no registration fee, and your hotel will be covered by Fluke Reliability).

|  |  |
| --- | --- |
| Registration Fee | $1395.00 |
| Optional Pre-Conference | $300.00 |
| Airfare | $XXX |
| Ground Transportation | $XXX |
| Hotel | $189/night  + taxes & resort fee of $10/day |

The sooner I can register, the more money we will save on travel costs. I’d also like to note that the registration fee includes two full days of education, breakfast, lunch, and appetizers throughout those two days, as well as a welcome cocktail reception, and a dinner reception.

Following the training event, I will be happy to put together a summary of major takeaways, tips, and recommendations to share with you and other key personnel to demonstrate the value of what I learned.

Thank you for considering my request and I look forward to your response.

Sincerely,

[Insert your signature]