

[DATE]

Hi [MANAGER'S NAME],

I would like to attend PREDICT 19, Association Analytics' annual user conference on October 30th 2019. This is an exclusive event being held in Rosslyn, VA for the community of association professionals that leverage Acumen software for data analytics and business intelligence.

The purpose of the event is to learn from industry experts and peers, focusing on topics like using data to improve decision-making and strategy. The agenda includes thought leadership sessions from industry experts, peer-driven sessions and networking, and hands-on training sessions and 1x1 consulting appointments with Association Analytics staff.

I'm requesting your approval to attend the conference and expect to incur the following expenses:

- Travel [\$\$\$]
- Hotel [\$\$\$]
- Conference Pass [\$\$\$]

Total = [\$\$\$]

Following the completion of the event, I plan to share an executive summary with key takeaways and share ideas on how we can optimize our use of Acumen software and ways to improve data analytics at [YOUR ORGANIZATION NAME].

Are you available to meet in the next week to discuss expectations for the event and any next steps to approve my attendance at this event?

Thanks in advance,

[YOUR NAME]