Dear [Name]:

I am requesting to attend Calabrio’s annual user conference, [Calabrio Customer Connect](http://www.calabriocustomerconnect.com/), held October 13-16, 2019 at the JW Marriott San Antonio Hill Country Resort & Spa in San Antonio, Texas. The event offers two and a half days of in-depth learning and networking where I can gather tangible takeaways on a variety of topics important to our business, such as [insert initiatives important to your organization].

Attending this conference provides me with access to:

* Two days of in-depth, hands-on technical sessions that will help us get more value from Calabrio
* Ample time for one-on-one access to Calabrio experts, where I will have the opportunity to ask questions specific to our contact center
* Keynote presentations covering the latest customer and employee engagement trends from industry leaders and Calabrio executives
* Two and a half days of networking with peers from other leading organizations around the world

By attending Calabrio Customer Connect, I will learn how to use our software more efficiently, enhance my knowledge of Calabrio and give me the opportunity to provide additional contributions to my team and the company. I am seeking approval for the registration fee and travel expenditures.

|  |  |  |
| --- | --- | --- |
| Airfare | Insert cost of airfare from your city to San Antonio |  |
| Transportation | $45 (estimated) |  |
| Hotel | $687 (based on 3 nights at $329/night, does not include tax)  |  |
| Meals | $30 (all but one included in conference free) |  |
| Conference Fee | $495 (through May 15), $595 (May 16 – Aug 15), $695 (Aug 16 – onsite) |  |
| Total:  |  |  |

Please accept this proposal to attend [Calabrio Customer Connect 2019](http://www.calabriocustomerconnect.com). I am confident in the significant return we will receive for this small investment.

Thank you for your consideration.

Your signature