Letter to Your Manager:

[subject line options]:

Proposal to attend Boomi World 2017

Here's a conference that can push our business forward: Boomi World 2017

[email]:

I’m writing to ask for your approval to attend Dell Boomi’s first annual user conference, Boomi World 2017, September 20-22 in San Francisco. This gathering of Boomi customers, product experts, executives and partners gives us a great opportunity to learn more about how we can use Boomi’s cloud integration platform to connect the organization.

After looking at the Boomi World agenda, I see lots of interesting integration topics relevant to our organization in product sessions, keynote speeches and case study presentations by Boomi customers. We have a rare first-hand opportunity to learn best practices and how-to tips from product experts and other Boomi customers.

I have no doubt that attending Boomi World will pay for itself in the months and years to come as we continue working to transform the organization. At the conference, I’d like to focus my attention on finding strategic solutions for these projects:

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

And here’s an approximate breakdown of conference costs:

* Airfare: $xxx
* Transportation (between airport and hotel): $35
* Hotel (3 nights at $275 per night plus tax): $825 + tax
* Meals (included in conference fee): $0
* Registration fee – $695 full conference
* Total: $x,xxx

Plus, if I register early by July 28, we can save $200 off the conference fee ($495 vs. $695). I plan to share the key takeaways from Boomi World 2017 in an executive summary for our team, but it's worth mentioning that if we send 5 or more employees or more, we can save $300 per person ($395 registration each).

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name Here]