Dear [your manager’s name],

Please consider my proposal to attend the Quadient User Conference Inspire Days 2018, from September 12-13 2018 in the Hague, Netherlands.

In these three days, I will learn from top industry leaders, customers, and partners, as they share their vision of customer communication management and customer experience. Attending this conference will be beneficial for both our company’s digital initiatives and my personal career growth in the following areas:

* Learn best practices from a selection of 35+ sessions on topics such as Digital Transformation, Customer Journey Mapping, Inspire Interactive, Best practices in upgrading, etc.
* Learn from customers and partners sharing their experience.
* Develop new ideas for making our organization more efficient and better support our strategy
* Get answers to our development questions and learn technical tips and tricks from experts across professional services, engineering, product management, and support.

**Please find below an estimated breakdown of costs:**

Airfare estimate: [cost]

Package Hotel+conference+catering+airport transfers: [cost]

Leave requested: [days]

After the conference, I’ll circulate a report that will include a summary of what I learned plus a set of recommendations on how to maximize our team’s technology investments.

Thank you for considering my request to attend this event.

Looking forward to your reply,

[your name]