Dear Boss,

I am writing to request your approval to attend Continental Utility Solutions (CUSI) UMS National User Conference, taking place October 14-16, 2020 in Las Vegas, NV. This valuable event offers a comprehensive educational program, including sessions on topics directly related to our current and future versions of UMS as well as and customer management initiatives; strategies that will help our entire organization optimize performance and productivity.

By attending this event I expect to learn how to utilize new application features as well as optimize operating procedures to the latest application trends and strategic thinking in billing and customer management.

In attendance will be other utilities of similar size as well as larger organization from all over the US and Caribbean. Several activities are scheduled where I will be able to network with these attendees to learn what other leading companies are doing.

Benefits of attending:

* 1 day of advanced UMS training. ($1400 value)
* Stay on the cutting edge of application trends.
* Gain top specific expertise.
* Develop professional network.
* Provide user feedback to CUSI Development.

The conference fee is $995. This fee includes breakfast and lunch each day, corporate night out event, and 1-day advanced UMS training.

I plan to return with valuable recommendations and best practices for improving our operations. I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts.

Sincerely,

<YOUR NAME>