Dear [ENTER MANAGER’S NAME],

I would like your approval to attend Datacor’s annual Chempax & eChempax user conference – [Interaxions 2017](http://www.datacor.com/interaxions) in Atlantic City, NJ from May 16 – 19, 2017. This three day educational and networking event brings Datacor customers together to gain the latest insights and innovations in Chempax and eChempax, exchange information and ideas, and discover new best practices that can help enhance our business.

This is a practical educational conference that would be very beneficial for our team. Interaxions 2017 has an extensive agenda offering a dynamic combination of rich education sessions, noteworthy company and software updates, and multiple networking opportunities. Attending this conference will enable me to:

* Access Chempax and eChempax experts to discuss and solve our unique needs;
* Exchange best practices and ideas with peers who face similar challenges;
* See first-hand the latest developments and provide input to the future of Chempax and eChempax;
* Strengthen my knowledge and skills, so that I can implement change and help us continue to improve our effectiveness and performance.

I am confident that my attendance at Interaxions 2017 will directly influence the quality of my work. Immediately upon my return, I will share takeaways with the team, including those that we can implement immediately and some outlines on how we’ll make that happen. If you would like to learn more abou this conference fo to the website at [www.datacor.com/interaxions](http://www.datacor.com/interaxions).

I’ve broken down the approximate cost of my attendance at Interaxions 2017:

* **Airfare/Travel:** [$IF APPLICABLE]
* **Hotel:** [$IF APPLICABLE]
* **Conference Registration:** [$AMOUNT]
* **Total:** [$AMOUNT]

The earlier I register, the cheaper it will be. **Early bird pricing is only available until February 24, 2017**, and there is currently a significant discount on hotel rooms.

Thank you for taking the time to review this request, and I’m looking forward to hearing from you.

Sincerely,  
[YOUR NAME]