**Subject: Request to Attend the 2019 OneStream Software Splash User Conference**

Dear [Decision-maker],

I would like to request approval to attend the OneStream Software Splash User Conference, 17-19 September, 2019 in Madrid, Spain. The conference inspires, educates and connects finance and industry experts from around the globe. The event offers two and-a-half days of opportunities for hands-on workshops, educational sessions, a partner expo, keynotes and networking with users and industry experts of OneStream XF. I will be interacting and observing from the best and the brightest industry leaders while also refining my technical skillsets. The conference agenda can be found at https://splashemea.onestreamsoftware.com/agenda.

The conference will allow me to expand my knowledge about all things OneStream XF and come back to the office with some immediately usable tools, tips and tricks to better utilize OneStream for our company. I will have the opportunity to interact and network with many different types of OneStream users and experts, as there are around 400 attendees expected for the event.

The price to attend the conference ranges from $600-850, depending on the date of registration. Full day workshops are $200 in addition to the conference registration cost.

Here is the breakdown of cost:

* Roundtrip Airfare: $XXXX
* Ground Transportation: $XXXX
* Hotel (3 nights): $XXXX
* Conference Fee: $XXXX

The total costs associated with attending the conference are: $XXXX

The opportunity for me to improve, develop, network, and gain knowledge about OneStream XF make my attendance to Splash Madrid 2019 a wise investment. I plan to submit a summary of my learnings and opportunities upon my return. Thank you for your consideration. Please do not hesitate to contact me to discuss my attendance at the Splash conference further. I look forward to your decision.

Sincerely,