Dear [ENTER MANAGER’S NAME],

I’d like to explore some solutions that would make a significant impact on our company’s success and top-line revenue, specifically in the areas of \_\_\_\_\_, \_\_\_\_\_\_, and \_\_\_\_\_\_. I’m writing to ask your approval to attend Datacor’s Annual User Conference – [InterAXions 2019](https://www.datacor.com/interaxions) in Florham Park, NJ from May 14 – 17, 2019. 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 will help us get more out of our software.

This is a practical educational conference that would be very beneficial for our team. InterAXions has an extensive agenda offering a dynamic combination of rich educational sessions, hands-on training, 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 2019 will directly influence the quality of my work, specifically on project(s) such as: [add details]. Immediately upon my return, I will share major takeaways with the team, tips, and a set of recommendations to maximize the return on our current investments in Chempax.

I’ve broken down the approximate cost of my attendance at InterAXions 2019:

* **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 28, 2019**, 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. If you would like to learn more about this conference you can visit the website at [www.datacor.com/interaxions](http://www.datacor.com/interaxions).

Sincerely,  
[YOUR NAME]