Dear <Insert Your Boss’ Name Here>,

As you know, keeping up on the latest information management trends is essential for our team’s success. It’s more important than ever that our organization experience a digital transformation – and my attendance at the [**AIIM Conference**](http://www.aiimconference.com/) (**April 11 – 13, 2018 in San Antonio, Texas)** will help us do just that. [You may want to include a specific project you're working on here]

Over **600 information professionals from around the globe** will be attending the two and a half day conference that includes 4 keynote presentations, 18 breakout sessions, 72 roundtable discussions, and 12 case study presentations. I’ll have direct access to industry experts and the chance to network and share ideas with other information professionals.

This year, there will be brand-new, exclusive pre-conference sessions at AIIM18. These interactive workshops are based on the best practices of AIIM’s 196,000-member community for managing and leveraging our business information assets.

I’ve broken down the approximate cost of my attendance at The AIIM Conference 2018 and Pre-Conference Training course below:

[Plan your trip here.  Delete what doesn’t apply and total it up. Then, don’t forget to delete this line too!]

**Airfare:** $xxx

**Hotel (3 nights at $239/night+tax):** $717 (attending Conference only)  
**Hotel (4 nights at $239/night+tax):** $956 (attending Conference and Pre-Con)

**Conference (April 11 - 13):**  
Early Bird Rates (must register by Jan 31, 2018)  
$995 (non-member)  
$895 (AIIM Professional Member)

Rates after Jan 31, 2018  
$1,295 (non-member)  
$1,195 (AIIM Professional Member)

**Pre-Conference Training (April 10):**  
Early Bird Rates (must register by Jan 31, 2018)  
$599

Rates after Jan 31, 2018  
$699

**AIIM Professional Membership:** $139

**Total: $xxx**

Upon my return from the conference, I’ll share key strategies and takeaways, including those that we can implement immediately and that will maximize our business information – and positively impact our bottom line.

The Early Bird rates end **January 31, 2018**, so I’d appreciate your immediate attention to my request so we can budget and save the cost on registration.

Thank you for your consideration.

<Insert Your Name Here>