Dear [Decision-Maker],

I am requesting approval to attend the 2018 NEOGOV Conference [and pre-conference training] this [October 10-12] in Las Vegas [Clark County], NV.

The Conference brings together the NEOGOV Community and is designed for HR professionals to gain professional skills and knowledge while attending sessions, trainings, and networking opportunities. The two-day conference offers industry educational sessions, NEOGOV product sessions, best practice sessions, one-on-one product support appointments, and networking opportunities. The conference will allow me to meet and discuss issues with like-minded organizations and professionals which will add value to my work as a [Job Title].

[NEOGOV also offers one full day of training before the start of the two-day conference. I am requesting to attend the [Name of Training Class] Training Class. This full-day session is designed to help me fully comprehend NEOGOV system functionality with the end result of benefitting our organization. This is held in an interactive classroom setting which allows me to ask specific questions related to how our organization uses the system. I plan to return from this training with a number of new ways to maximize the value we get from our NEOGOV product.]

The breakdown of the costs are as follows:

* 2- Day Conference: $525
* [Pre-conference training:] $470
* Airfare:
* Transportation to and from Hotel: $22 (with Uber)
* Hotel:
* Meals while travelling:

**Total estimate: $\_\_\_\_\_\_\_\_\_\_**

This investment will pay off in more efficient use of the NEOGOV system. I will be ready to apply what insights and lessons I have learned from trainings, sessions, and my peers to our organization. By attending this conference my goal is to maximize talent resulting in better services for the citizens we serve.