[DATE]

Hi, [Supervisor]:

There’s an industry conference coming up in the spring that I’d really love the opportunity to attend. The Community Brands Xperience Conference, held in Orlando, May 6 through 9, offers a unique opportunity for me to get additional training on our [Aptify/Abila/YourMembership/Nimble AMS] software, share best practices with [Aptify/Abila/YourMembership/Nimble AMS] experts and fellow users, and network with my peers.

Xperience is the one conference that brings together the entire [Aptify/Abila/YourMembership/Nimble AMS] community, along with many industry experts. The total cost will be around \_\_\_\_\_\_\_\_\_\_ (see breakdown below), and it's a very cost effective way to ensure we’re getting the most from our technology investment. We’ll realize immediate dividends with all of the training sessions, one-on-one time with Community Brands executives and [Aptify/Abila/YourMembership/Nimble AMS] product experts, and educational sessions.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

In addition to the 140+ learning sessions with Community Brands staff, [Aptify/Abila/YourMembership/Nimble AMS] super users, and industry experts, the conference also gives us a chance to problem solve with some of the Community Brands technology partners and earn CPE, CAE, and CFRE credits. Xperience includes the opportunity to view many complementary technologies, making it a great place to pick up new ideas to drive staff productivity and constituent engagement.

I can also schedule one-on-one time with members of [Aptify/Abila/YourMembership/Nimble AMS]’s support teams to gain insight and feedback on some of our most urgent priorities.

You can check out the conference website here for even more information: [**www.xperience2018.com**](http://www.xperience2018.com)

Here’s an approximate breakdown of Xperience 2018 costs:

|  |  |
| --- | --- |
| Airfare | [estimated cost] |
| Transportation | [estimated cost] |
| Hotel (3 or 4 nights at $249 + state and resort tax) | [estimated cost] |
| Meals (most meals included in registration fee) | [estimated cost] |
| Conference registration fee | [estimated cost] |
| TOTAL | [Total based on  above estimates] |

I’ll submit a post-conference report that will include executive summary, major takeaways, tips, and a set of recommendations to maximize our current technology investment. I will also be glad to share relevant information with key personnel throughout our organization.

Thank you for considering my request!

Regards,

[Your Name]

