Dear [MANAGER’S NAME],

I would like to attend the Ventiv Technology Experience Global Gathering event in Orlando from October 24–26, 2017, and ask your approval to do so.

This is the only conference designed specifically for people who use, administer and/or are responsible for their organization’s investment in Ventiv Technology’s RiskConsole and iVOS technology solutions. This will be Ventiv’s 18th annual client conference. **CHOOSE THE APPLICABLE OF THE NEXT TWO SENTENCES:** Having attended previous Experience conferences, I can attest to the value of what I’ll learn and then put into practice. **OR:** It has a reputation for providing attendees with a lot of advice they can put directly into practice.

I encourage you to visit [the website for the Ventiv Experience Global Gathering](http://go.ventivtech.com/exp2017). There are more than 30 sessions scheduled, many featuring real-world success stories from other Ventiv customers. The conference is designed specifically to help Ventiv customers like us maximize the return on investment we’ve made in Ventiv’s technology products by identifying and developing new solutions to meet our organization's risk, claims and safety needs.

Having reviewed the agenda, I know the sessions align strongly with our department’s priorities, including [list your relevant priorities here].

From a professional-development standpoint, the Ventiv conference is also a valuable opportunity for me. By attending the Experience conference, I intend to enhance my knowledge around [X], [Y] and [Z] and leave the event having learned:

* Goal 1
* Goal 2
* Goal 3

When I get back from the Ventiv Experience conference, I will share takeaways with the team, including those that we can implement immediately and some outlines on how we’ll make that happen.

I’ve broken down the approximate cost of my attendance at the 2017 Experience conference:

* **Airfare/Travel:** [$XX]
* **Roundtrip Transport to Hotel:** Approximately $120
* **Hotel:** [$225 x X nights]
* **Meals:** [All meals from Tuesday dinner – Thursday lunch are included in the registration fees]
* **Event Registration:** [$1250—if I register by July 21, registration is only $1000
	+ **TOTAL:** [$AMOUNT]

Please accept this proposal to attend; I’m confident in the significant return we will receive on this investment.

Thank you for your consideration.

Best,

[XX]