Dear [Insert First Name]

I’m writing to ask for approval to attend Deltek ProjectCon which is taking place in person on October 16-18 at the Gaylord Palms in Orlando, Florida. Deltek ProjectCon will bring together industry leaders and fellow members of Deltek Project Nation to share ideas, strategize best practices and build relationships within the larger project-professional community. The value this conference brings is well beyond the cost of registration.

This is a great opportunity for [team/company/me] to gain invaluable knowledge and help us improve our day-to-day use of [our Deltek solution], better manage our projects and get the most from our Deltek investment. By attending Deltek ProjectCon, I will:

* Get in-depth training on Deltek products that can address concerns, future planning and strengthen my skillset
* Meet one-on-one with a Deltek expert to address [specific issue or challenge]
* Learn Deltek’s future product strategies to understand what’s coming that can help accelerate our growth
* Find new solutions to improve our organization’s performance in the XPO
* Network with other attendees to see how they are using Deltek’s solutions to improve their businesses
* Set up meetings with other attendees to discuss key topics of interest and/or ways to address our priorities
* Earn up to 10 CPE credits, choosing from hundreds of breakout session options
* Earn additional 3 CPE credits by attending a hands-on pre-conference workshop to maximize my time

Below is an estimated cost breakdown to attend Deltek ProjectCon 2023:

Airfare & Transportation: [$ Insert Cost]

Pre-Conference Workshop [optional]: [$ 495]

Discounted Hotel: [$ Insert Cost + tax and resort fee x X nights

Meals: Includes breakfast, lunch, breaks and three evening receptions

Deltek Certification Exam Included

Registration: [$ Insert Cost: depends on registration timing or group purchase]

Total Cost: [$ Insert Cost]

For more information on the conference, please visit [www.deltekprojectcon.com](http://www.deltekprojectcon.com). More details will be available when registration opens on June 14.

I can schedule a post-conference meeting with you to provide a summary of all the major takeaways and tips I learned to maximize our current investments in customer success and product management. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply.

Best,

[Insert Your Name]