Dear [Insert First Name]

I’m writing to ask for approval to attend Deltek ProjectCon which is taking place November 12-14 at the Gaylord National in the Washington, DC area. Deltek ProjectCon brings together industry leaders and fellow members of Deltek Project Nation to share ideas, strategize best practices and build relationships within the larger project-based business community, specifically fellow [our Deltek solution] users and experts.

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 this three-day event, I will have the opportunity to:

* Get in-depth training on Deltek products that can address concerns, future planning and strengthen my skillset
* Learn about Deltek’s future product strategies to understand how what’s coming can help accelerate our growth
* Meet one-on-one with a Deltek expert to discuss [specific issue or challenge]
* Learn about the latest trends, technologies and tools that can increase efficiency for our organization
* 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 an additional 3 CPE credits by attending a hands-on pre-conference workshop to maximize my time
* Continue my professional development by scheduling a post-conference meeting with you to provide a summary of all the major takeaways and tips I learned to maximize our current investments

For your convenience, I have included a breakdown of how much it will cost for me to attend. With the opportunities mentioned above, the value this conference provides is well beyond the cost of registration.

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| Early-bird registration fee (through July 31) | [$1850], cost increases to $2050 starting August 1 |
| Airfare and travel | [insert estimated cost here] |
| Hotel accommodation x 3 or 4 nights | [check website for discounted hotel rates] |
| Approximate total | [insert estimated total here] |

I hope you agree this is a worthwhile investment and will consider this request.

Best,

[Insert Your Name]