

Dear **<Insert Manager's Name>**,

I would like your approval to attend Qnections 2017, Quorum's annual customer conference for end users, IT leaders and business leaders. The conference is April 2-4 in Denver, CO.

Qnections 2017 offers two days of education including learning track sessions, IQ bars, leadership forums and hands on labs. It will also give me a chance to connect with over 300 Quorum customers and Quorum experts. My goal is to return from the conference with a list of ideas that I can share and begin to implement immediately.

In particular, I'd like to focus on the following at the conference:

- Learn more about Quorum's software, and how it can benefit us
- See how the latest product releases offer significant improvements in efficiency and productivity
- Find out about best practices and new opportunities that could improve our business processes
- Earn continuing education credits through **<NALTA, NADOA, NASBA>**

I've broken down the approximate cost of my attendance at Qnections 2017:

Airfare:	\$xxx
Hotel:	\$525 (2 nights @ \$229 + taxes & fees)
Conference:	\$599 (\$799 beginning Feb 1)
Total:	\$xxx

I know that we will receive a lot of value from Qnections 2017. I'll learn about what is new with the products we currently own and what else Quorum is doing that could benefit our company. I'll also see the roadmap for future releases, develop better contacts with industry experts and gain knowledge in specific areas of Quorum.

Quorum has negotiated a discounted hotel rate of \$229.00 per night with the conference venue. I can take advantage of this discount if I book my hotel early. Thank you for considering this request.

Regards,

<Insert Your Name>