Subject: Level Up 2020 - Request to Attend

Hello <Insert Supervisor’s Name>,

I would like approval to attend LogicMonitor’s Level Up Conference taking place on May 27-29, 2020 in Austin, Texas. With two days of hands-on product training, expert-led breakout sessions, and opportunities to network with industry peers and LogicMonitor leadership — this is a must-attend event for me. I will leave this conference with actionable insights into performance monitoring so our team can deploy and scale monitoring for services and applications more easily, operate more efficiently, and future-proof IT systems.

In addition to expert-led breakout sessions with LogicMonitor customers, partners, industry experts, and influencer speakers, I will also have access to training from the LogicMonitor team of product experts. The opportunity to meet face-to-face with LogicMonitor team members and build our relationship is invaluable, and something that I can leverage across the projects I am running this next year.

Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| **Travel Costs** | $XXX |
| **Accommodations** | $478 — 2 nights at $239/night*For those attending only days two and three* |
|  | $717 — 3 nights at $239/night*For those attending all three days* |
| **Meals** | $XXX |
| **Training & Certification** | $285 — Early Bird Discount (expires 3/22/20) |
|  | $385 — Full Price Training & Certification |
| **Full Conference**  | $595 — Early Bird Discount (expires 3/22/20) |
|  | $795 — Full Price Conference |
| **TOTAL** | $X,XXX |

The earlier I register, the less expensive it will be to attend. I can submit a post-conference report that will include a summary of all the major takeaways, tips, and new ideas that I learned to maximize our current investments in LogicMonitor.

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

Sincerely,

<Insert Your Name>­