Dear     ,

I am requesting to attend the Prometheus Group North American User Conference on April 23 - 26, 2018 in Nashville, Tennessee. This event is important to my success as (put your title here) in (your company name) because the Prometheus User Conference offers hands-on workshops that will allow me to better understand how to use Prometheus solutions. It will also provide me the opportunity to hear how other customers have used Prometheus solutions and to learn best practices. Attending this event will enable me to take better advantage of Prometheus software for asset optimization and will help me make a greater impact for our company.

Given the value that this training opportunity will provide for my job duties, I am requesting sponsorship for the registration fee, travel and hotel expenses. Here is a summary of these expenses:

Conference Registration: $895 until December 31st, $995 starting January 1st.

Conference Registration Includes:

- Entry into 3 days of workshops and sessions

- Workshop and conference documentation and presentations

- Meals and refreshments on all event days

- Access to all special events

Additional expenses that I’ll incur include:

Airfare: $

Hotel: $

Meals: $

Total cost:

I believe that this conference will enhance my professional development and my contribution to Insert Company name. If you support my attendance, please respond by Insert date to be sure we receive the early bird discount rate. More information can be found on the User Conference website: http://userconference.prometheusgroup.com.

Thank you for considering this opportunity,

Sincerely,

Your Name