Dear     ,

I am requesting to attend the Prometheus Group North American User Conference on April 23 - 26, 2018 in Nashville, Tennessee. I believe that 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 help me to better understand and use Prometheus solutions.

At the conference I will also have the opportunity to attend a special edition Prometheus Group University course: “PM Effectiveness with SAP and Prometheus.” This course will allow me to walk away with a better understanding of the advanced techniques of PM Creation and Management and how to maximize Preventive Maintenance capabilities. 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: $1495 for both the User Conference and Prometheus Group University until December 31st, $1595 starting January 1st.

Conference Registration Includes:

- Entry into 4 days of workshops and sessions

- A full Prometheus Group University training course

- 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