Letter to Your Manager:

[subject line]:

Proposal to attend Boomi World 2018

[email]:

I’m writing to ask for your approval to attend Dell Boomi’s annual user conference, Boomi World 2018, November 5-7 in Las Vegas. This gathering of Boomi customers, product experts, executives and partners gives us a great opportunity to learn more about how we can use Boomi’s cloud integration platform to run a more connected business.

After looking at the Boomi World agenda, I see lots of interesting integration topics relevant to our organization in product sessions, keynote speeches and case study presentations by Boomi customers. We have a rare first-hand opportunity to learn best practices and how-to tips from product experts and other Boomi customers.

I have no doubt that attending Boomi World will pay for itself in the months and years to come as we continue working to connect our systems and people. At the conference, I’d like to focus my attention on finding strategic solutions for these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Here’s an approximate breakdown of conference costs:

* Airfare: $xxx
* Transportation (between airport and hotel): $20
* Hotel (3 nights at $209 per night plus tax and resort fee): $627 + tax and resort fee
* Meals (included in conference fee): $0
* Registration fee – $895 full conference
* Total: $x,xxx

Plus, if I register early by July 27, we can save $200 off the conference fee ($695 vs. $895). If we send 3 or more employees, we can save $300 per person ($595 registration each).

I plan to share the key takeaways from Boomi World 2018 in an executive summary for our team.

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

Regards,

[Your Name Here]