

Dear _____,

Re: 2018 Navigators: A Tibersoft Conference

I'm writing to ask for approval to attend a foodservice industry conference to further my professional development. The [2018 Navigators Conference](#) is hosted by Tibersoft and takes place **September 26, 2018 in Chicago, IL**. The event includes one full day of sessions focused around foodservice go-to-market strategy and best practices. It's the one conference that brings together the entire community of foodservice experts in Sales, Marketing, Finance and IT to discuss tools and tactics to optimize our channels and refine trade spend and double dips. At a total cost of about \$ _____, it's the most cost-effective way to ensure that we're getting the most from our foodservice technology investments and should result in immediate ROI.

In particular, I'll be keen on finding solutions or best practices that could benefit these projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

In addition to the sessions, I will also have the opportunity to interact with a community of foodservice manufacturing experts and get ideas from best-in-class industry professionals that I can leverage across the projects I am running this year. There will also be opportunities to get hands-on with Tibersoft technologies and shape the roadmap for the software and data community now, and in the future. Within just 24 hours, I can walk away with new ideas for analysis and an understanding of the opportunities to that exist to improve the go to market strategy for our business.

Here's an approximate breakdown of conference costs:

Airfare	\$ _____
Transportation (round trip taxi from airport to hotel)	\$ 80
Hotel (2 nights at \$190 USD inclusive of tax)	\$ 380
Meals (1 day at \$50)	\$ 50
Registration Fee (included in your subscription fees)	\$ 0
Total	\$ _____

**Registration fee includes all materials, breakfast & lunch on Wednesday, and access to PowerPoint slides post conference.

I can schedule a post-conference meeting with you to provide you with a summary of all the major takeaways and tips I learned to maximize our current investments. I can also share relevant information with key personnel throughout the company.

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

Regards,