[Date]

To: [Your Manager’s Name], [Your Manager’s Title]  
From: [Your Name], [Your Title]

Subject: Valuable Opportunity for [Your Attraction]

I am excited to share with you my interest in attending the 2023 Galaxy User Group Meeting in Houston, Texas, from October 1 – October 5, 2023. I believe this event will provide me with valuable insight, innovation and inspiration regarding our ticketing and guest experience solution. I kindly request your support in attending this event. My attendance at this event will enable me to bring back the latest knowledge to our venue and help increase revenue and efficiency in our operations.

Attending this yearly user group gathering is an excellent chance for both me and [Your Attraction] to learn and connect with other professionals in the industry who use Galaxy® for:

* Gateway experts conduct training and information sessions to share their knowledge and expertise on best practices, tips, and tricks for using the product. They are the people who work with the product daily.
* We can benefit from the real-life success stories other Galaxy users share during their presentations and panels that can be used at our venue.

Upon reviewing the UGM agenda, I have identified several sessions that will help me gain knowledge and understanding on improving our operational efficiency, increasing our return on Galaxy investments, and boosting our revenue. I have selected these presentations and pieces of training because they are directly related to my daily job tasks or areas we are currently exploring.

* CRM presentations will give customers a chance to discover the best techniques and advantages of the platform.
* The Innovative Hardware Hacks session will showcase the custom hardware implementations that Gateway Ticketing Systems' customers have undertaken independently or with assistance to enhance functionality.
* The latest data privacy updates from Gateway Ticketing Systems and its commitment to safeguarding system safety. Gain valuable insight into how customers can contribute to these initiatives.
* Learn tips and tricks to enhance your web store and stay updated with the latest Gateway Ticketing Systems features.
* The Galaxy Connect presentation will be a panel discussion on the benefits of this platform and how it can work for customers.
* Pricing strategy success stories from Galaxy customers who have implemented dynamic pricing and upsell opportunities will be shared.

These are only a few of the presentations I will attend during the four-day meeting. There will be nearly 40 presentations, panels, roundtable discussions, product training and networking events. Additionally, almost a dozen vendor sponsors, and counting will be present, offering an opportunity to network with them and benefit our organization.

I hope we can include my training and travel expenses in our budget. My estimated expenses include:

* Roundtrip airfare: $
* Ground transportation: $
* Hotel: $ (Hotel is $209/night)
* Meals: $ (breakfast and lunch are included in the UGM registration fee. As are two cocktail dinners)
* UGM Registration Fee: $1,545\*

*\*Tier membership qualifies for complimentary or discounted registration.*

The total costs associated with attending the 2023 Galaxy User Group Meeting are: $

Attending the 2023 Galaxy UGM will allow me to develop valuable industry connections and acquire specialized knowledge about products and sectors. It would be an invaluable investment for us. Please let me know if you want to arrange a meeting to discuss this opportunity in more detail.

Sincerely,

[Your Name]