March 6, 2019

To: [First Name] [Last Name], Title  
From: [First Name] [Last Name], Your Title

Subject: Valuable Opportunity for [Your Company Name]

I ask you for your support in attending the 2019 North American Galaxy User Group Meeting, September 30 – October 4, in Cincinnati. In return, I’ll bring the latest innovation, information and inspiration back to [Your Company Name].

This annual user group meeting is a great educational and networking opportunity for me and for [Your Company Name] because I will be joining 200+ industry professionals and Galaxy® users for world-class networking and education:

* Training and information sessions are led by Galaxy experts providing best practices and tips and tricks by the product creators.
* Presentations and panels by other Galaxy users make up a good portion of the agenda. The information provided in these sessions presents real-life use-cases, innovative product solutions, uses and examples of processes other venues are using to succeed.

Furthermore, the UGM Registration fee of $1,545 is waived as part of the annual Maintenance Tier that [Your Company Name] has with Gateway.

After reviewing the UGM agenda, I have identified a number of sessions which will allow me to gain knowledge and understanding about how we can improve our operational efficiency, return on Galaxy investments and drive revenue. I chose each of these presentations or trainings because they are directly related to my daily job tasks or an area we are currently exploring.

* [Session name or topic]
* [Session name or topic]
* [Session name or topic]

Incidentally, these are only some of the sessions I will attend. The five-day meeting will offer over 40 presentations, panels, roundtable discussions, product trainings and networking events.

I am hoping that [Company Name] can absorb my travel expenses, including:

* Roundtrip airfare: $[amount]
* Ground transportation: $[amount]
* Hotel: $[amount]
* Meals: $[amount] (daily breakfast & lunch and two dinners is included in UGM registration fee)
* UGM Registration Fee: $0.00 (registration fee of $1,545 is waived as part of Maintenance Tier)
* The total costs associated with attending the 2019 Galaxy User Group Meeting are: $[Total of above expenses]

The opportunity for me to foster industry contacts and gain product- and industry-specific knowledge makes my attendance at the 2019 Galaxy UGM a wise investment for [Company Name]. I look forward to meeting with you to talk further about this opportunity.

Sincerely,

[Name]