[Date]

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

Subject: Valuable Opportunity for [Your Attraction]

I’d like to attend the 2021 Galaxy User Group Meeting and I ask you for your support in attending. The meeting will be held in-person, in Las Vegas from October 3 – October 7, 2021. In return, I’ll bring the latest innovation, information and inspiration regarding our ticketing and guest experience solution back to our venue – to help increase revenue and make our operations more efficient.

This annual user group meeting is a great educational and networking opportunity for me and for [Your Attraction] because I will be joining industry professionals and Galaxy® users for:

* Training and information sessions led by Gateway experts providing best practices and tips and tricks from the people who build and work with the product every day.
* Presentations and panels from other Galaxy users providing real-life success stories that we could utilize at our venue.

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 Description 1]
* [Session Description 2]
* [Session Description 3]
* [Session Description 4]
* [Session Description 5]
* [Session Description 6]

These are only some of the sessions I will attend. The four-day meeting will offer close to 40 presentations, panels, roundtable discussions, product trainings and networking events. Including the opportunity to network with vendor sponsors who may be able to help our organization as well.

I am hoping we can absorb my training and travel expenses into our budget. My estimated expenses include:

* Roundtrip airfare: $
* Ground transportation: $
* Hotel: $ (Hotel is $245/night)
* Meals: $ (breakfast and lunch are included in UGM registration fee. As are two cocktail dinners)
* UGM Registration Fee: $1,495
* The total costs associated with attending the 2021 Galaxy User Group Meeting are: $

The opportunity for me to foster industry contacts and gain product- and industry-specific knowledge makes my attendance at the 2021 Galaxy UGM a wise investment for us. Please let me know if you’d like to meet to talk further about this opportunity.

Sincerely,

[Your Name]