Dear [Manager's Name],

I hope this message finds you well. I am writing to express my interest in attending this year’s North America User Group Meeting in Detroit, Michigan, from October 5 to October 9, 2025. This event will provide valuable insight and innovation regarding our ticketing and guest experience solution and connect me with other industry professionals who use Galaxy®.

Attending the yearly user group gathering is an excellent opportunity for [Your Attraction] and me to learn and connect with other professionals in the industry who use Galaxy. Gateway experts conduct training and information sessions to share their knowledge and expertise on best practices, tips, and tricks for using the product. Additionally, 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 this year's UGM agenda, I have identified several sessions to 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. Some of the sessions that I would like to attend include:

* What's New: A session spotlighting advancements across the Galaxy platform, including updates to the Web Store, Galaxy 8, New E-commerce Platform, CRM capabilities, and cloud-based features such as Digital Waivers.
* A discussion exploring practical ways to track, evaluate, and approve changes that impact operations, reduce risk, and keep your teams aligned.
* Mixers designed to introduce you to other industry members in your field to trade tips & tricks
* An interactive breakout session providing an opportunity to connect with fellow Galaxy users and explore the tactics that are working in the real world.

These are only a few presentations I will attend during the four-day meeting. There will be over 30 presentations, panels, roundtable discussions, product training, and networking events. Additionally, several vendor sponsors will be present, offering an opportunity to network with them and benefit our organization.

Attending the 2025 North America User Group Meeting will allow me to develop valuable industry connections and acquire specialized knowledge about products and sectors. It would be an invaluable investment for us. I kindly request your support in attending this event, and I hope we can include my training and travel expenses in our budget.

Thank you for your time. Please let me know if you'd like to arrange a meeting to discuss this opportunity in more detail.

Best regards,

[Your Name]