

Dear <supervisor's name>,

I have been invited to attend the 2017 SpatialAnalyzer® (SA) User Conference hosted by New River Kinematics on April 25-27, 2017, in Williamsburg, VA at the Kingsmill Resort & Conference Center. I would like to attend this three-day event because it will allow me to participate in a number of educational workshops and sessions that are directly applicable to my work at <company name>. I use the SpatialAnalyzer software package on a regular basis and attending this conference will help expand my skills and knowledge of the software. In addition to learning best practices about SpatialAnalyzer and metrology, the conference will also allow me to network with peers from a wide variety of industries.

<If you are making a presentation at the conference, you may also want to mention that you've been invited to do so.>

I am seeking sponsorship for the expenses associated with the conference. A detailed cost breakdown is included below.

Below is the breakdown of conference costs:

Transportation Costs: <\$--->

Hotel: <\$104/night for nights of April 25 & April 26, 2017 at Kingsmill Resort>

Meals: <\$--->

Conference Fee: \$100/person

The total costs associated with attending this conference are: <\$--->.

The opportunity for me to further develop my skills utilizing SpatialAnalyzer and my knowledge in metrology makes my attendance at the 2017 SpatialAnalyzer User Conference a wise investment for <company name>. Additionally, I will submit a report post-conference that will include key takeaways and a set of recommended actions to fully leverage our investment in SpatialAnalyzer.

Thank you for considering this request. If I can provide any additional information regarding the conference, please let me know.

Sincerely,

<your name>