**2024 Unanet Champions Conference**

To:

From:

Re: 2024 Unanet Champions Conference

Dear [Boss’s Name] 

I'm writing to seek your approval for attending the upcoming 2024 Unanet Champions Conference, happening from May 13-15 in New Orleans, LA. There's also a pre-conference training day on May 13th that I'd like to participate in. This conference is an unparalleled opportunity for our organization to gain insights into the latest Unanet product features, best practices, and new skills - all of which will empower us to maximize our Unanet investment. 

Past attendees have consistently praised the conference, and this year Unanet expects a turnout of over 1,000 people. The pre-conference training course includes six hours of live, hands-on, instructor training along with product certification testing and 6 NASBA credits. The main conference will include two full days of breakout sessions tailored to our specific product, including product roadmap, product workshop, best practice, and customer success sessions. In addition, there are two keynote speaker sessions planned, one general and one specific to our industry. 

This conference presents the perfect opportunity for me to meet with Unanet product experts and fellow customers. These interactions will allow me to gather fresh ideas and insights that I can bring back and implement in our organization. I'm confident that the knowledge and experience gained from this conference will be instrumental in driving our internal initiatives more effectively and successfully; specifically:

* [*internal initiative 1*]
* [*internal initiative 2*]
* [*internal initiative 3*]

The estimated total cost is $XXX broken down as follows:

* *Registration Fee (regular pricing ends 3/29) $1,799*
* *Full Day Pre-Conference Training $899*
* *Hotel ($259 per night) $XXX*
* *Airfare $XXX*
* *Meals (breakfast & lunch provided 5/13 – 5/15, $XXX   
  dinner provided 5/13 – 5/14)*

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**Total:** **$XXXX**

Upon my return, I will compile a comprehensive report detailing the key takeaways from the conference, along with recommendations we can consider implementing based on the strategies and successes of other Unanet customers.  

Thank you for taking the time to consider my request. I look forward to your reply.

Regards,  
  
[Your Name]