To:

From:

Re: Zenoss User Conference | GalaxZ20

Dear [insert manager’s name here],

I would like to attend **GalaxZ20, the Zenoss User Conference, July 16-17, 2020, in Austin, Texas.** The conference includes two days of industry information and best practices, intensive training, and networking opportunities with other Zenoss users and partners.

In addition to breakout sessions and real-world case studies, there is also the unique opportunity to meet one-on-one with Zenoss executives and product experts to:

* Answer specific questions I have about Zenoss
* Optimize our infrastructure monitoring and analytics strategy
* Gain insights into driving greater value and demonstrating ROI with our investment in Zenoss

GalaxZ is a cost-effective way to ensure we are maximizing our Zenoss investment. The full conference price is $695, but if I register by Feb. 28, I can get the early bird discount rate of $495. Additionally, GalaxZ offers in-person training courses I can take advantage of. The price of a GalaxZ pass and training bundle is $895, and the early bird discount brings the price down to $645.

At GalaxZ, I’ll have access to:

* Educational sessions from Zenoss executives, developers, product experts and users
* Keynote presentations from leading IT industry executives
* Private one-on-one consultations with Zenoss developers and product experts
* Networking with hundreds of peers

I am seeking approval for the registration fee and travel expenditures. Here is a complete breakdown of the conference costs:   
  
Airfare: $XXXX  
Transportation: $XXXX

Hotel: $XXXX

Meals: $XXXX (breakfast, lunch and evening functions included in conference fee)

Registration: $XXXX [$495 (early bird conference pass) / $695 (regular conference pass) / $645 (early bird conference pass and training bundle) / $895 (regular conference pass and training bundle)]

TOTAL: $XXXX

Other staff members in our organization will absolutely be able to benefit from my attendance. I would be thrilled to represent our organization at this event and return to share actionable learnings and feedback with the team.

Thank you for your consideration.

[Your standard close]