

To:

From:

Re: **Request to Attend Conference – Rootstock ERP's Rooted·In Manufacturing Conference 2024**

Dear <manager's name>,

I am requesting approval to attend Rootstock's RootedIn conference in New Orleans, Louisiana from March 25-27th, 2024. The conference registration costs \$795, and I recognize there will be other costs incurred such as <travel/transportation/parking, hotel, meals, etc.>

The main reason I want to attend this event is to access the educational opportunities for the manufacturing industry including in-depth sessions and training to use Rootstock's ERP. I will have the opportunity to develop my professional skills and learn about the latest industry trends & best practices. I can also take advantage of this opportunity to network directly with peers and industry experts for guidance. By attending, I can bring back new learnings and help us get even more out of our investment in Rootstock ERP. To view more information about the conference, you can visit the [website here](#).

Here is an approximate breakdown of costs:

<Adjust or add any costs below as needed>

Expenses	Total Amount
Event Registration	\$795 (discounted) \$995 value
Transportation/Travel/Parking	Fillable
Hotel: \$247/night	
Approximate total cost:	

Regards,

<your name>

Rootstock Rooted-In 2024 Convince Your Boss Email Template

DIRECTION: Copy and paste the text below and email to your manager

To: *[Insert Manager's Email Address]*

Subject Line: Request to attend Rootstock's Rooted-In user conference

Hi *[Insert Manager's First Name]*,

I'd like to request your approval to attend Rootstock's Rooted-In user conference in New Orleans, Louisiana from March 25-27, 2024. I strongly believe attending this premier manufacturing conference would positively impact myself and our company. I can bring back new learnings and help us get even more out of our investment in Rootstock ERP.

The main reason I want to attend this event is to access the educational and training opportunities, with in-depth sessions and hands-on training to use Rootstock ERP. I will have the opportunity to develop my professional skills and learn about the latest industry trends and best practices.

Attending Rooted-In will significantly help me with these projects:

- *[Add project or initiative here]*
- *[Add project or initiative here]*

Here is an approximate breakdown of costs:

- Conference Registration Fee: \$995
- Airfare: *[Insert Amount]*
- Transportation/Parking: *[Insert Amount]*
- Hotel: *[Insert Amount]*
- Meals: *[Insert Amount]*
- Total: *[Insert Amount]*

After the conference ends, I would be happy to debrief my colleagues by sharing a summary of major takeaways, best practices, and recommendations to optimize our use of Rootstock ERP.

Thank you for considering this request. I look forward to your reply.

Regards,
[Insert Your Name]