**NOTES**

Highlighted text = insert information

Red text = delete one or more options

**LETTER STARTS BELOW THIS LINE --------**

**The benefits of attending MRI Ascend London 2020**

[Name]

I’m writing to seek approval to secure a delegate pass/delegate passes, book transport and/or book accommodation for myself/myself and the team of [team names] at the upcoming MRI Software European user conference – MRI Ascend London 2020. The event is being held over two days, Wednesday and Thursday, 12-13 February in central London.

As you know, our MRI Software solution, [product name(s)], is vital to our operations and strategic planning and I believe the conference presents a superb opportunity to enhance our knowledge of the product, further understand its capabilities and ultimately maximise our investment.

There are 60+ sessions to choose from. Day one of the conference gives delegates a deep dive into the future direction of MRI Software, a chance to explore the wider MRI Ecosystem of complementary products, expert analysis of important real estate trends, an educational keynote address and a look at the roadmap and development strategy for the software we utilise. Focus on the second day moves to product workshops and training content on best practice within the solutions.

The insight gained will help us get more out of the software in our day-to-day activities and offer plenty of learning opportunity that supports our longer-term business objectives. In particular, I/we will be concentrating on how we can harness the software to benefit these projects and initiatives:

* [project or initiative]
* [project or initiative]
* [project or initiative]

Delegates are also offered CPD points to boost personal development, and will have the chance to network with both MRI team members and peers from like-minded organisations.

**Here are the estimated costs of attending for your consideration:**

*Delegate rate:* [£ current delegate rate x no. of delegates] *includes refreshments and lunch on both days*

*Accommodation:* [£ accommodation cost] *to be organised by delegates*

*Transportation:* [£ transportation cost] *to be organised by delegates*

**Total: [£ total]**

I am/we are also happy to create a post-conference report to include key takeaways and learnings, a set of recommendations for enhancements and improvements we can make using the software and an executive summary. Alternatively, or as well as, I/we can present findings to relevant stakeholders within the business.

Thank you for taking the time to look over this request. Please let me know as soon as you can if I have approval to attend this valuable conference – the earlier I make arrangements the more cost-effective it will be. I look forward to your reply.

Thank you

[NAME]