[Name],

I’m writing to ask approval to attend PlanSource Eclipse, PlanSource’s annual user conference happening July 30 - August 1, 2018 in Half Moon Bay, CA. This is the third year they have hosted the conference, and it promises to offer insight into what the future of the employee benefits industry holds and what regulatory changes and technologies are driving the industry forward.

The conference offers me the chance to get face-to-face time and make important connections with industry experts, and HR and benefits professionals. The [agenda](https://plansource.com/company/events/eclipse18/agenda/) has a variety of sessions that covers everything from overarching industry trends, new ways that I can use technology to help my clients, and deeper dives into the PlanSource platform. I’d like to attend this conference to discover new solutions and learn best practices that may contribute to these internal projects and initiatives:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

In addition to attending the conference, I will have a unique opportunity to interact directly with PlanSource experts and senior management to further strengthen our relationship. We have been PlanSource partners since 20xx and offer the PlanSource software to our clients to help them manage HR and benefits administration.

This event is the most impactful way to gain a deeper understanding of how PlanSource can help us accomplish our benefits administration and human capital management goals. Here’s an approximate breakdown of conference costs:

 Airfare: $ xxx

 Hotel: $ xxx

 Meals: 6 meals included $ per diem

 Registration Fee: $ 499

 Total: $ X,XXX

If approved, I will submit a post-conference report that includes a summary, key takeaways and a set of recommendations to maximize our current investment in our partnership with PlanSource.

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