[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.

I will have the opportunity to earn both SHRM and HRCI credits by attending certain sessions, and the[agenda](https://plansource.com/company/events/eclipse18/agenda/) offers exclusive training and insight 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 customers since 20xx and use their software for <customize this list: HR, payroll, talent management, time and attendance 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 health care and benefits.

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