**To:** <insert supervisor name>  
**From:** <your name>  
**Date:** <insert date>

**Subject:** Help Me Make an Impact at <insert company name>

Dear <insert supervisor name>,

As you know, our industry is in a state of technological evolution. Applied Client Network helps up stay on top of emerging trends and technologies and how to get the most out of our Applied Systems investment. This year, Applied Net will be held October 14-17 at the Aria Resort in Las Vegas. This event will provide the education and professional connections I need to propel our organization forward to exceed our client’s expectations and remain competitive in our industry’s space. Because of this, I am requesting your permission to attend Applied Net 2019.

At Applied Net, I will have the opportunity to connect with thousands of insurance agents, brokers, industry experts and Applied Systems team members from around the world. As a pre-eminent gathering of insurance professionals, Applied Net is the event where our industry comes together to collaborate on industry topics, discover the latest innovations and discuss challenges and solutions with one another.

In addition to the connections I will make at Applied Net, I will also benefit from four days of education designed to strengthen my skills in our Applied Systems software. Applied Net offers tailored sessions specific to our company’s size, digital needs and my role within the agency. With over 240 education sessions offered, there are countless opportunities for me to learn and help transform our business, in addition to the opportunity to meet one-on-one with Applied Systems software experts for live demos of Applied products and solutions.

I plan to strengthen my skills in [A], [B] and [C], and return to the office knowing how to:

* Goal 1
* Goal 2
* Goal 3

As a member of Applied Client Network, I will receive a special, discounted registration price for Applied Net 2019. A detailed cost breakdown is included below:

**Applied Net Registration**: \_\_\_\_\_\_\_\_ <Find your registration rate at appliednet.com/registration/.>   
**Travel**: \_\_\_\_\_\_\_\_ <Add flight, gas or train expenses to Las Vegas, NV>  
**Hotel**:\_\_\_\_\_\_\_\_ <Add $XX rate for a single/double room plus tax per night. For the full event, include at least four nights’ hotel stay.>  
**Total Investment**: \_\_\_\_\_\_\_\_<Add estimated total>

Finally, attending Applied Net will provide the opportunity to meet with over 100 companies participating in the Applied Net Exchange, where I will be able to discover the latest insurance technologies that are driving our industry forward.

Thank you for your consideration of my request. I look forward to your reply. To learn more about Applied Net 2019, you can visit [www.appliednet.com](http://www.appliednet.com).

Sincerely,

**<your name here>**