Dear      ,

I’m confident that attending the 2023 Oracle Transportation Management User Conference, July 31 - August 3, 2022, in Philadelphia, will accelerate my understanding and use of Oracle's Logistics Management software suite (OTM/GTM). I anticipate gathering actionable information that’s directly relevant to my work on <insert name of initiative or project>.

Education sessions include product development updates and roadmaps from Oracle, as well as user case studies highlighting upgrades, demonstrations of new features and performance-boosting techniques that have been tested in the real world. The event offers 20 hours of sessions, keynote presentations and demonstrations, plus valuable networking opportunities each day. At the regular registration rate of $950, this equates to $47 per hour for live, interactive training where I can pursue immediate answers to our most pressing questions and challenges.

I’m requesting approval to attend, plus sponsorship of the conference registration fee and travel expenses.

Here is the detailed cost breakdown:

* Registration $

	+ *Visit* [*https://www.oatug.org/otmconference/register*](https://www.oatug.org/otmconference/register) *to find your conference registration rate ($825-$950).*
	+ *Groups of three or more registered from the same organization save $75 after the first two register at the going rate.*
* Airfare: $
* Hotel: $

	+ *Visit* [*https://www.oatug.org/otmconference/hotel-travel*](https://www.oatug.org/otmconference/hotel-travel) *and reserve early for lowest rates*
* Meals: $

The total travel costs are $

There is a total conference cost of $

Pending your approval, there are a number of presentations that I would attend, including:

<insert titles of presentations you plan on attending; view sessions at https://www.oatug.org/otmconference/agenda>

I have chosen these sessions because they are pertinent to my job function, and I think they will offer a new and greater understanding of what I’m working on.

I sincerely hope that I’m given the opportunity to attend the 2023 Oracle Transportation Management User Conference and reap the wealth of benefits that this conference has to offer. Because I would like to make sure that I register in time for the discounted Early Bird Registration, I would greatly appreciate a response by <insert date; the early bird registration deadline is June 23, 2023>.

Thank you in advance for consideration of this opportunity.

Regards,

Your Name