

**Subject:** Request to Attend Acumatica Summit 2024

Dear [\[Insert Name\]](#)

There is an industry event taking place in January 2024 that presents a great opportunity for me to build my knowledge and skills, network with experts, better understand the capabilities of business management software and help us get the most out of our technology investments.

Acumatica Summit 2024, the company's flagship event, takes place in Las Vegas beginning January 28, 2024, at Wynn Las Vegas and offers three full days of informative keynote presentations, training, and educational breakout sessions. It is Acumatica's premier event of the year—and is widely regarded as one of the best cloud-based ERP solution forums for end users and technical information professionals. Acumatica's Summit delivers:

- ✓ In-depth, issue-focused sessions presented by industry-leading speakers on a range of compelling topics—with over 90 sessions covering issues and emerging challenges faced by organizations like ours.
- ✓ A great environment to better understand the latest ERP industry trends and to learn first-hand about real end user experiences from seasoned practitioners.
- ✓ Ample networking opportunities to raise our profile and forge valuable relationships with top developers, creators, influencers, and business leaders.
- ✓ Direct access to key sponsors, product demos, and one-on-one time with company leaders.

In the interest of further developing my skills and building my knowledge about the latest ERP innovations and shared best practices, I request approval to attend this event. The costs are as follows.

|   |                                |
|---|--------------------------------|
| <b>Early-Bird Summit Pass</b> (purchased prior to 12/2/2023)                | \$1,295                        |
| <b>Non Early-Bird Pass</b>  | \$1,595                        |
| <b>Hotel Accommodations</b> (\$307 per night, including tax and resort fee) | \$921                          |
| <b>Airfare</b>  | <a href="#">[Insert Total]</a> |
| <b>Total Cost to Attend:</b>  | <a href="#">[Insert Total]</a> |

Return on Investment: I believe the cost of a pass to attend Acumatica Summit 2024 is a great investment that will return actionable intelligence, insights, and networking connections to help us stay ahead of our competitors. When I return from the event, I will share what I have learned in a presentation highlighting compelling learnings, useful product information, critical contacts I have made, and a strategic proposal for implementing new ideas that will benefit our team. I will also make all the Summit materials I receive available to my colleagues.

Thank you for your consideration.