

Subject: Request to Attend Acumatica Summit 2026

Dear [Insert Name],

Acumatica Summit, which takes place in January 2026, has become the essential industry event for understanding business management systems and leveraging the latest AI capabilities to achieve greater efficiencies. The event presents a great opportunity for me to build my knowledge and skills, network with experts, better understand the capabilities of ERP software and help us get the most out of our technology investments.

Acumatica Summit was recently recognized by the Globee Business Awards as the “Event of the Year.” The event takes place in Seattle beginning January 25, 2026, 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—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 AI capabilities, as well as opportunities to learn first-hand about real 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, AI advancements, and industry best practices, I request approval to attend this event. The costs are as follows.

Early Bird Summit Pass (purchased prior to 12/5/2025)	\$1,595
Full Price Summit Pass (purchased after 12/5/2025)	\$1,895
Hotel Accommodations (\$249 per night + taxes)	\$x
Airfare	[Insert Total]
Total Cost to Attend	[Insert Total]

Return on Investment: I believe the cost of a pass to attend Acumatica Summit 2026 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.