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Subject: Attending Anaplan Hub17

I’m writing to ask for your approval to attend Hub17, Anaplan’s annual user conference, scheduled for March 27–29 in San Francisco. This event brings together Anaplan users, partners, product experts, and developers for two days of learning, networking and inspiration. The conference also offers a third day of expert training where I can gain hands-on experience with the Anaplan tool.

At Hub17 I will get firsthand access to the best Anaplan experts in the world. More than 1,500 Anaplan users are expected to attend, and dozens of them—many representing top global companies—will share best practices and practical ideas for getting the most from Anaplan. The agenda includes advanced hands-on training, in-depth educational sessions, one-on-one opportunities with experts, and presentations about new Anaplan features and capabilities. You can check out the complete lineup [here](https://www.anaplan.com/hub17/).

I anticipate that attending Hub17 will help me with these projects:

* *[Describe two or more current projects or initiatives and note any relevant Hub17 sessions or training you hope to attend.]*
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Here’s an approximate breakdown of conference costs:

Airfare (U.S. domestic): $500

Ground transportation: $90

Hotel (3 nights at $359+tax): $1077

Meals (3 days at $60): $180

Hub17 Registration: $995

Expert Training Add On $500

Total: $ x,xxx

If I register before February 10, 2017, I can get a $200 early-bird discount. If we buy four passes to Hub17, we get a fifth pass for free.

After Hub17, I will present to you and the team a post-conference report with major takeaways and recommendations that will help us maximize our investments with Anaplan.

Thank you for considering this request.

Regards,