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Subject: Attending Anaplan Hub 2018

I’m writing to ask for your approval to attend Hub, Anaplan’s annual user conference, scheduled for March 5–7 in Las Vegas. 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 training where I can gain hands-on experience with the Anaplan platform.

At Hub 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.

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

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

Airfare (U.S. domestic): $300

Ground transportation: $50

Hotel (3 nights at $205 + tax): $615 + tax

Meals (3 days at $50; breakfast and lunch are included): $150

Hub 2018 Registration: $795

Full day of training: $500

Total: $ 2,410

If I register before November 30, 2017, I can get a $300 super early bird discount. If we buy four passes to Hub, we get a fifth pass for free.

After Hub, 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,