



To: [Department head/Supervisor's name]

From: [Your name]

**Subject: COExperience Attendance Proposal**

I have been invited to attend [COExperience](#), a Dassault Systèmes software solutions user's conference, April 16-19, 2023 in Miami, FL, and would like your approval to attend. The training, technical skills and contacts I gain will translate directly into business results for our team.

COExperience is the premier Dassault Systèmes user-focused conference where I will not only assess products and technologies close-up to evaluate their relative applicability for our emerging needs, but also connect directly with product experts and attend hands-on labs where I will learn how to implement solutions that are valuable to [insert company].

For **\$1,545** (if registered by March 3, 2023), I will gain skills that will save us thousands by avoiding unplanned downtime, thereby improving the performance of our current systems and opening up new business opportunities through increased stability, scalability and efficiency.

I am seeking your support for expenses during the conference. I believe these training dollars are a good investment for our company and our team.

When I return from the conference, I will report on key takeaways or other valuable information that I receive for each session I attend. Additionally, I will have a ready-set network of peers, from companies of various sizes and from across the globe, to aid our organization going forward through their large pool of experiences, ideas, and solutions.

I look forward to your reply.

Sincerely,

[Insert your name here]