TO:

FROM:

RE: CentralSquare 2020 Customer Event

I’m writing to request approval to attend the *CentralSquare 2020* customer event, August 30-September 2. This event represents a critical opportunity for us to ensure we get the most from our software investment, make industry and peer connections and stay informed of the latest technologies to help us serve our citizens and community.

Attending this event is important to maintaining our existing contacts and information while updating our agency about the new solutions, ideas and expertise that CentralSquare brings to the table. As we are a valued client and partner of CentralSquare, the opportunities that this event brings cannot be understated.

*CentralSquare 2020* offers three full days of highly praised training opportunities, including expert-led breakout sessions and user-oriented presentations, as well as information about CentralSquare’s product roadmap. I will be able to engage directly with CentralSquare developers and support team to ask detailed technical questions and outline our specific needs.

Previous user events were filled with exciting new public-sector technology that I’ll be able to experience first-hand this year. Because our communities demand more than ever, we need to maximize our capabilities and resources, so I’ll be focused on solutions for these initiatives:

* [initiative, project, goal]
* [initiative, project, goal]
* [initiative, project, goal]

Below is an approximate, cost-sensitive breakdown for attending the entire event:

Registration X

Airfare X

Transportation X

Hotel X

Meals X

Total XXX

Throughout the event, I’ll be taking useful notes and gaining best practices that I will bring back to our agency. I’ll have an overview of the next steps we should take with our CentralSquare software and would be happy to present my findings in an agency-wide presentation shortly after.

Thank you for your consideration. I look forward to your reply.