TO:

FROM:

RE: Z1 User Event: Introduction to CentralSquare

I’m writing to request approval to attend the *Z1 User Event: Introduction to CentralSquare*, September 10-11, in Sioux Falls, SD. This event represents an 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 this event brings cannot be understated.

*Z1 User Event: Introduction to CentralSquare* offers 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 to ask comprehensive 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 event:

Registration $0\*

Airfare X

Transportation X

Hotel X

Meals X

Total XXX

\* CentralSquare is offering up to 2 complimentary registrations to our agency.

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.