Dear <Insert Your Boss' Name Here>:

I wish to participate in an educational and training conference this June that is critical for our team's success. At the PTC/USER World Event (www.ptcuser.org/2009), I will learn how we can maximize returns on our investment in PTC software, stay ahead of our competition, and how we can survive today and thrive in the future.

I can craft a personalized agenda of topics relevant to our company from a curriculum of over 300 sessions. I will share this practical knowledge with our team using the event proceedings, spreading new ideas and new energy throughout our workplace.

I will absorb first-person accounts by PTC/USER members, PTC engineers, and other experts of how they solved difficult problems and apply those ideas to our own obstacles. Through the keynote, roadmap and product update presentations, the PTC leadership team will explain the product vision and strategy, software enhancements and development plans. Instead of consuming countless hours in the office doing research on third-party products, I will explore over 100 exhibits of the best, latest solutions from PTC and their partners, all in one place.

Furthermore, I can choose from nearly 200 hours of instructor-led classes and workshops covering the entire PTC software line. I can take any course from PTC University's e-Learning portfolio containing over 1000 hours of courseware. I could even attend the optional in-depth post-conference training at a huge discount.

The World Event offers a great immediate payback on attendance costs. The free PTC training is worth hundreds of dollars alone. Boosting my productivity by a modest 5% with the insights I gain translates into huge savings. Imagine how those savings multiply as I educate my office colleagues.

Conference fees and travel expenses are insignificant compared to our total investment in PTC software and its importance to our objectives. Doesn't it make sense to spend a few dollars to ensure we obtain the maximum benefits we expect from our technology?

May I proceed with registration today? The June conference is our only opportunity to participate this year and by registering before May 8, we save money and get the best selection of training sessions. I think you'll agree that attending this event is crucial to secure our future success.

Thank you for your consideration.

Sincerely,

<your name here>