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 and would like your permission to attend. The top 10 objectives I will fulfill by attending the PTC/USER World Event (www.ptcuser.org/2009) include:

1. Improving our organization's bottom line today. I will learn new approaches, tips and practices to drive improvements in our product development processes.

2. Crafting a personalized curriculum to suit our needs. With the new agenda builder I will select relevant and timely topics that address our burning questions.

3. Understanding PTC's product vision and strategy through the keynote, roadmap and product updates, and how software enhancements and development plans will impact our company.

4. Influencing the future of PTC software. The Usability Lab and Technical Committees provide feedback directly to the PTC software development team, and our participation helps ensure that enhancements align with our organization's objectives.

5. Networking with my peers to share new ideas and experiences. I will connect with top experts from the community, PTC and our Industry Partners.

6. Attending FREE training. I can choose from nearly 200 hours of instructor-led classes, over 1000 hours of self-paced PTC University online courseware, and even attend optional, in-depth post-conference PTC training at a huge discount.

7. Sharing the wealth of knowledge. I will train co-workers using the conference proceedings and spread new ideas and new energy throughout your workplace.

8. Exploring leading-edge solutions in the Exhibit Hall. With over 100 Partner and PTC exhibits, and the Manufacturing Pavilion, I will save countless hours of research by seeing the best and latest technology gathered in one location.

9. Learning to conquer our competition. Research shows organizations that invest in their capabilities during economic downturns achieve far greater prosperity long-term than do their rivals who hunker down and sit on the sidelines. I will learn how we can survive today and thrive tomorrow.

10. Absorbing three-and-a-half days of in-depth training, education and networking not available anywhere else!

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>