## Dossier Summit 2020 – Request to Attend

Dear <Name>

I would like your approval to attend the Dossier Summit 2020 from April 20-23 in Baltimore, Maryland. Attending the Summit is a cost-effective way to ensure we maximize the potential of our Dossier software investment.

At the Dossier conference, I’ll be able to:

* Advance my knowledge of how our company can receive full value from using Dossier.
* Get great training value - the Summit conference is comparable in cost to a training class, but provides a flexible learning environment; I can choose a custom agenda.
	+ There are over 60 breakout/training sessions covering a wide array of topics. I’ll be able to choose 9 to attend on specific areas where we need to expand our knowledge of Dossier, or explore a feature which we don’t currently use.
	+ There will also be a Dossier Lab where I can get a one-on-one consultation or specific hands-on help with Dossier fleet experts.

In addition to the sessions, I can take full advantage of the time to network with a community of Dossier users including fleet executives and managers, industry experts and transportation professionals. Here’s a link to some feedback from past attendees<https://youtu.be/WkkdiL3gV34>

The following is an approximate cost breakdown for me to attend the conference.

Airfare $ XXX.XX

Approx. Transportation between airport and hotel 35.00

Hotel – 4 nights @ $179/night 537.00

Summit Registration Fee (includes all conference meals & events) XXX.00

Total $ XXXX.XX

I’m confident this will be a worth-while investment with an immediate return.

Other team members within our organization will also benefit as I’ll share what I learn, including recommendations to maximize our current investment using Dossier.

I ask that you please accept my proposal to attend Dossier Summit 2020. Thank you in advance for your consideration.

Regards,