



Dear <Insert Manager Name>,

I am interested in attending FUSION 19, October 7-10, 2019 and feel confident that my participation would benefit me and how I perform my role within the organization. This conference will allow me to keep my IT service management toolkit ahead of the curve with invaluable education sessions from some of the brightest thought leaders in our industry. Through my attendance, I will be better equipped to work on <insert name of project>, and I will be able to gather real-life experiences from many peers and experts.

Since my attendance at the FUSION conference will allow me to function more efficiently in my role, I am seeking sponsorship for the registration fee, travel expenses to the conference and living expenses during the conference.

A detailed cost breakdown:

- Registration:
  - *Learn about FUSION conference rates at <https://www.fbcinc.com/e/Fusion/attendeereg.aspx> Early bird registration includes free access to a pre-conference workshop (a \$200 value).*
- Airfare:
- Taxi/Transportation:
- Hotel:
- Meals:
- Total travel costs:
- Total FUSION conference cost:

Pending approval, there are a number of sessions I plan to attend. These sessions will offer me knowledge in areas including <FUSION 19 features subject matter from a variety of IT Service Management focus areas including Agile, Customer Experience, DevOps, Lean IT, Cyber Security, Organization Change and more>.

I sincerely hope that I'm given the opportunity to attend FUSION 19 and reap the wealth of benefits that this conference has to offer. Because I would like to make sure that I register in time for the discounted Early Bird Registration, I would greatly appreciate a response by <insert date; lowest hotel rates expire August 30, 2019 and early bird registration deadline is July 31, 2019>.

Thank you in advance for consideration of this opportunity.

Regards,

<Your Name>