**Subject:** Proposal to Attend the inFusion ’16 – Exterro’s User Conference

Dear <Insert Supervisor Name>,

On September 19-21, 2016, in Portland, Exterro is hosting its seventh annual user conference,[**inFusion ‘16**](http://www.exterro.com/infusion15). The conference provides unique educational and networking opportunities that will help increase the value of our investment in our Exterro software. I’d like to request approval to attend the conference, so I can learn more about e-discovery trends and how to take full advantage of our e-discovery system.

Over the course of the conference, I will attend hands-on trainings, learn about new products, get face time with the professionals at Exterro, and share best practices with other global Exterro users. **inFusion** is now in its seventh year, and [testimonials](http://www.exterro.com/about/news-events/infusion-15/infusion-14-videos/) from past attendees reflect the value of attending the conference. In addition, I will have the option to attend certification training in such areas as: legal hold, project management, and e-discovery data management. This in-depth training will help me improve our processes and the use of our Exterro software.

* Airfare: [$500]
* Hotel: $229/night
* Meals at the show: Compliments of Exterro
* Registration Fee: $695-$995 (through July 31st ) $1,095-$1,395 (August 1st or later)   
  **Total:** [$xxx]

After the conference, I will be happy to share with the team the takeaways, tips and recommendations for maximizing our current investment in Exterro.

Thank you for your consideration.

Regards,

<Insert Your Name>