Dear [your supervisor/manager/director],

I understand that our company is sensitive on training costs and we are looking for ways to get the most for the money we spend in every area.  There is a cost-effective professional education conference in May that will help [add your company name here] gain tips, tricks and tools to launch and update our current projects, [List a few current projects that pertain to the conference], as well as several other areas.

I would like to attend *Smarter. Faster.* PAYMENTS 2019 in Orlando, Florida, May 5-8, presented by NACHA.  The Conference is packed with more than 130 sessions and demonstrations over the three workdays with topics covering all aspects of payments topics.  The schedule of sessions has been released; we should go over the list together to determine which sessions will benefit the company most.

With most conferences, the challenge has always been to get to as many of the higher priority sessions as possible.  That’s where this conference is different! All educational sessions, workshops, networking events and access to top solution providers in the exhibit hall are listed online and included with my registration. The conference is designed with actionable how-to next steps that I can bring back to the office and share with my colleagues for immediate implementation. This increases the value of my participation tenfold. As a bonus, I can also earn continuing education credits for my professional certification.

Costs:

The website offers a discount on airfare to help cut costs. Meals included with registration include continental breakfasts, two lunches and light food at receptions.

[list your transportation costs, registration fees and the price per night of the hotel room.]

Registration: $ Airfare: $

Transportation: $  Hotel: $

Meals: $

Thanks in advance for your consideration. I appreciate your time and attention to my request.

[standard closing]

[your name]

Conference website: <https://payments.nacha.org>

Conference schedule: <https://payments.nacha.org/conference-schedule>

Accomodations: <https://payments.nacha.org/accommodations>