To:

From:

Date:

Re: **Request to attend Landis+Gyr user conference, Exchange 2023**

I am requesting approval to attend Landis+Gyr’s annual Exchange conference, taking place

June 5-8, in Austin, Texas. With 60+ sessions including 30+ hours of training content, Exchange is a great opportunity to learn how we can improve operations and get more from AMI investments. Plus, I will have the opportunity to connect with industry experts and utility colleagues to share best practices, network, and collaborate.

During the conference, I’d like to focus on learning more about solutions and best practices that can benefit these projects:

* [insert your project or initiative]
* [insert your project or initiative]
* [insert your project or initiative]

In addition to industry sessions, Exchange offers User Group discussions where I can learn valuable tips and tricks, hear case studies, and connect with my peers.

Here’s an approximate breakdown of conference costs:

 Airfare: $ XXX

 Hotel: $ 254/night

 Meals: $ Included

 Registration Fee (by March 31, 2023): $ 1295

 Registration Fee (after March 31, 2023): $ 1495

 Registration Fee Day Pass $ 595

 **Total: $** **X,XXX**

This will be a valuable opportunity considering the tangible benefits I’ll receive from Exchange.

If I’m approved to attend, I’ll submit a post-conference report that will include an executive summary, major takeaways, and a set of recommendations to maximize our current investments in Landis+Gyr solutions. I also look forward to sharing relevant information with key personnel throughout our company.

Thank you for considering my request to attend Exchange. I look forward to your reply.

Regards,