To:

From:

Subject: Request to attend KACE UserKon 2021

I’m writing to request your approval to attend KACE UserKon, taking place April 19–23, 2021, in Las Vegas. UserKon is the only event worldwide designed specifically for KACE users, and it offers a great way to increase our return on investment in Quest unified endpoint management (UEM) solutions.

Learning how to use KACE, Desktop Authority, Privilege Manager and RemoteScan to their fullest would also increase our internal customers’ satisfaction and boost productivity for everyone. It’s a chance to speak in person with experts and ask questions, compare notes with IT folks at companies similar to ours, and get tips on how to use UEM for device management, user access rights and more.

With your approval, I’ll have an opportunity to:

* Attend hands-on sessions with Quest developers and engineers
* Ask the experts questions about our specific IT environment
* Gain visibility into the Quest product road map
* Network with fellow KACE users through the Birds of a Feather track to see how they are getting the most out of their implementation
* See product demos that reveal deeper systems and endpoint management functionality

I am especially interested in [PICK A SESSION FROM THE USERKON WEBSITE] because I think it will help inform the [ADD SPECIFIC PROJECT OR INTIATIVE] I’m working on.

Here’s a breakdown of the anticipated costs of attending:

Airfare $xxx

Transportation $xx

Hotel, three nights $xxx

Food $xxx

UserKon registration: $1,500

Total $x,xxx

If I register by July 31, 2020, I can take advantage of early bird pricing and save $500 off of registration.

When I return from the conference, I’ll share ideas for how we can evolve our endpoint management strategy based on my learnings at the conference. I’ll also provide you with a review of the event overall to help you determine whether it would be worthwhile to send my colleagues in the future.

Please don’t hesitate to call if you have questions or would like to discuss. Thank you for considering this request.