[date]

Illuminate - Sumo Logic User Conference 2019 - Justification

To:

From:

Re: Illuminate - Sumo Logic User Conference 2019

I would like to attend Illuminate, Sumo Logic’s User Conference in Burlingame, California September 11-12, 2019. The conference includes two days of best practice sharing, technical training, sneak peeks of future releases and networking opportunities with other Sumo Logic users I can learn from.

In addition to breakout sessions and real-world case studies, there is also the unique opportunity to meet one-on-one with Sumo Logic product managers, engineers and experts to:

* Answer specific questions I have about the Sumo Logic service
* Learn how build, run and secure our modern applications to accelerate our business and provide better experiences to our customers
* Learn new tips and tricks to save time and money

The Illuminate User Conference is a cost-effective way to ensure we are maximizing our Sumo Logic investment. In two days, I’ll have access to:

* Educational sessions from Sumo Logic customers, executives, developers and product experts. Topics covered include: [adjust depending on your topics of interest]
  + Monitoring and Troubleshooting
  + Data analytics
  + Security analytics
  + Customer Experience
* Keynote presentations covering the latest trends and innovations as well as customer success stories
* Networking with peers with a number of opportunities to exchange ideas with people who have the same role or learn how they are benefiting from Sumo
* Sumo Logic training and certification offerings included in the conference price

I am seeking approval for the registration fee and travel expenditures. Here is a breakdown of the conference costs:   
  
Airfare/Train: $ adjust depending on your city of departure  
Transportation: $~$20 (taxi from airport to hotel)

Hotel starting at: $ adjust depending on your hotel of choice

Meals: $0 (breakfast, lunch and evening functions included in conference fee)

Conference Fee: $499 (early bird)

TOTAL: $

Other staff members in our organization will be able to benefit as well. I will meet with the team when I return to

share recommendations and action items and circulate a detailed and actionable trip report.

Thank you for your consideration.

[Your standard close]