[date]

**Sumo Logic User Conference Justification**

**To:**

**From:**

**Re: Sumo Logic User Conference**

I would like to attend the **Sumo Logic** **User Conference (Illuminate) in Burlingame, California.** The conference includes two days of best practices, intensive trainings, 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 Sumo Logic
* Learn how machine data analytics and get the continuous intelligence needed 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 executives, developers, product experts and customers.Topics covered include: [adjust depending on your topics of interest]
  + Machine data analytics
  + Operational analytics
  + Security analytics
  + Machine learning and advance search
* **Keynote presentations** covering the latest trends and top-of-mind questions
* **Networking with peers** with a number of opportunities where I can exchange ideas with people who have the same role or issues.
* **Sumo Logic training and certification offerings**

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 (roundtrip 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:** $350 *(right now there’s a discount of $250 until August 1.)*

**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]