**JUSTIFICATION LETTER**

Dear (Insert manager name here),

I am writing you today to request permission to attend HxGN LIVE ([hxgnlive.com](http://hxgnlive.com/anaheim2017)), Hexagon’s annual international conference. This year’s conference will take place June 13-16, 2017, in Las Vegas, Nevada, USA. HxGN LIVE 2017 will feature a community of Hexagon Safety & Infrastructure product experts who will share best practices, industry trends and hot topics, hands-on training, new technology innovations, and much more. As an everyday user of Hexagon’s Intergraph technology solutions, I am certain the knowledge I gain from this conference will enable our organization to further leverage our investment in Hexagon technologies.

In addition to all the training I’ll receive, HxGN LIVE offers the opportunity to problem solve with Hexagon employees, technology partners, and other users of Hexagon solutions. The Zone, HxGN LIVE’s technology expo, will feature 60+ partners and is an ideal place to grasp new concepts to drive more productivity, not only enhancing my professional development, but also maximizing the return on our investment.

Here are a few ways our organization will benefit from my attendance:

* HxGN LIVE presentations and activities will address solutions to business and technology challenges facing our industry.
* This conference provides a unique opportunity to meet professionals, subject matter experts, and Hexagon company partners, all of whom present the opportunity of establishing relationships that increase opportunities for our growth.
* I will receive first-hand information about future product roadmaps, which will help us be proactive in our plans to be prepared for the future.
* I can participate in exclusive hands-on sessions and demonstrations usually limited to product training courses, saving us time and money on separate training.
* I will network with other users and industry leaders, learn from their successes and best practices, and benefit from their expertise in solving problems similar to ours.

When I return from HxGN LIVE, I will submit a post-conference report that will include an executive summary, major takeaways, tips, and recommendations that will benefit our team. I will also share relevant information and make my conference materials available to my colleagues and key personnel throughout our organization.

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

Sincerely,

(Insert your name here)