Dear (Insert manager’s name),

I’m writing today to request permission to attend HxGN LIVE, Hexagon’s annual digital solutions conference to be held June 11-14, 2019, in Las Vegas, Nevada, USA. This conference will bring our industry’s brightest minds together and give me the opportunity to get hands-on training, hear fresh technology perspectives, learn best practices, and much more. As an everyday user of Hexagon products, I’m confident the experiences and understanding I’ll gain will enable our organization to better leverage our investment in Hexagon technologies.

In addition to the training I’ll receive, the conference will provide opportunities to brainstorm and problem-solve relevant challenges with experienced Hexagon leaders, technology partners, and other users of Hexagon solutions. The Zone, HxGN LIVE’s technology expo, will feature product demos and ideas for driving productivity and efficiency. This will not only enhance my professional development, but also maximize the benefits of our Hexagon solutions.

HxGN LIVE will be held in Vegas, which has become a premier U.S. conference destination for many reasons, including facility size, quality, and proximity of the McCarran International Airport with frequent domestic and international flights.

Our organization will benefit from my attendance in many ways:

* I will gain first-hand knowledge about Hexagon product roadmaps, helping us to be more proactive in our plans to achieve a competitive edge.
* I can participate in exclusive hands-on technology sessions and demonstrations usually limited to product training courses, saving us both time and money on separate training.
* The conference will offer numerous opportunities to address solutions to specific business and technology challenges facing our industry.
* I will accelerate our organization’s growth by networking with top professionals and subject matter experts.

When I return from HxGN LIVE, I will submit a post-conference report that includes an executive summary, major takeaways and tips, and recommendations that will benefit our team. I will also share my conference materials with colleagues and key personnel throughout the company.

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

Sincerely,

(Insert your name here)