**PhoneGap Day US 2016 - An Adobe Mobile Development Event Proposal**

To:

From:

Re: PhoneGap Day US 2016, an Adobe Mobile Development Event Attendance Proposal

I’m writing to ask for approval to attend PhoneGap Day US 2016 on January 29th in Lehi, Utah. The PhoneGap community will be on hand to share best practices, hands-on training and new innovations on mobile app development. There will be sessions and workshops from industry experts all ready to share tips and best practices on everything from building and designing mobile apps to marketing and monetization.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* ¥ • [add project or initiative]
* ¥ • [add project or initiative]
* ¥ • [add project or initiative]

In addition to the great line up of educational content, PhoneGap Day US 2016 offers the chance to network and problem solve with technology partners, PhoneGap experts and many PhoneGap users who can help us maximize our current use of PhoneGap as part of our mobile development initiatives. You can learn more about PhoneGap Day US on their [website](http://pgday.phonegap.com/).

**Here’s an approximate breakdown of conference costs:**

Airfare € XXX

Transportation (between airport and hotel) € XXX

Hotel (3 nights at €XXX) € XXX

Conference registration fee (May 18) € XXX

Workshop day registration fee (May 19) € XXX

**Total: € X,XXX**

I’m currently working on ways to reduce expenses, including hotel discounts, ride sharing, and meals (some are actually covered by the conference). I’ll also submit a post-conference report that will include an executive summary, major takeaways, and new ideas. I can also share relevant information with key personnel throughout the company.

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

Regards,