Hi \_\_\_\_,

I am writing for your approval to attend Refresh 18. It’s the first global user conference conducted by Freshworks, happening at Grand Hyatt, New York on 11th-12th October 2018.

The event spans two days of intensive training and knowledge transfer on **<Product name>,** which we use everyday within our business operations. I will also learn more about other Freshworks products that could play a huge role in increasing our seamless collaboration and productivity.

Refresh 18 will be the perfect platform to:

* Attend product training sessions to understand **<product name>** with practical how-to’s and inspiring real-world solutions from other customers.
* Learn how to maximize the return on our current investment in Freshworks
* Assimilate and increase knowledge on the best industry practices, inside tech talks and latest features.
* Meet with people across businesses who face similar challenges - and brainstorm with those who have been there and done that.
* Clarify product related queries and learn new techniques from one-on-one sessions with their product experts
* Become a **‘Freshworks Certified Professional’**

With keynotes, hands-on demos, training and certification opportunities; there is unlimited scope to learn.   
  
When I get back from Refresh 18, I will share my learnings and takeaways with the team; including new strategies that we can apply to help our business evolve.  
  
**Here’s an approximate breakdown of the conference expenses:**

Registration fee: 399$

Airfare:

Transportation:

Hotel: 700$

Meals:

Total :

The sooner I register, I will be able to avail discounted rates - including hotel discounts, travel and meals with vendors. Early bird pricing is available only until September 14th and will help cut down costs considerably.

Thanks for taking the time to review this request and I look forward to talking to you about it more in detail.

Thanks and regards,