**Convince your boss**

Hi \_\_\_\_,

I am writing to request your approval for me to attend Refresh 18 - Freshworks’ global user conference happening on October 11th & 12th 2018 in Grand Hyatt, New York.

The event focuses on two days of intensive training and knowledge transfer on **\_\_Product name\_\_,** which we use everyday. We will also learn more about other Freshworks products that could play a huge role in increasing our efficiency.

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 and maximize the return on our current investment in Freshworks
* Gather knowledge on all the inside tech talks, best practices and latest features
* Meet with and learn the best practices from people and businesses who face the same challenges as us, and also discover techniques and ideas from those who have been there and done that
* Clarify any product related questions and learn new techniques and tricks 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, as well as the new strategies that we can apply, to help our business evolve.

Here’s an approximate breakdown of conference costs:

Registration fee: 399$

Airfare:

Transportation:

Hotel: 700$

Meals:

Total :

I’m working on reducing expenses, including hotel discounts, ride sharing, and meals with vendors. The earlier I register, the cheaper it will be. Early bird pricing is only available until September 14th and will save us a lot of dollars.

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

Best