Date  
  
Addressee  
Address  
City, State, Zip  
  
Dear [Name],  
  
This letter requests your support for my attendance at this year’s SpringOne 2GX Conference on October 15-18th at Washington, DC.   
  
This one-of–a-kind conference is the premier Java event of the year.  Brought to you by Spring and No Fluff Just Stuff, SpringOne 2GX will attract application developers, solution architects, web operations and IT teams developing business applications. The conference is loaded with 100s of presentations and sessions specifically tailored for developers using Spring technologies, Groovy & Grails, and Tomcat .  At SpringOne 2GX, I will get tips and tricks from over a dozen Spring and Groovy Grails thought leaders.  
  
I believe that the practical, educational, and networking opportunities available at SpringOne 2GX are well worth the costs detailed below.  After attending SpringOne 2GX, I expect to bring back a great deal of information that I can share with my peers to help <insert company name> become a more efficient and innovative company.   
  
Full Conference Registration: $1,725.  An Early Bird price of $1,525 is available if I register before September 15th, 2012.  
Airfare: $  
Hotel: $  
Meals: $  
  
Total travel costs: $  
Total Conference cost: $  
  
To ensure I can take advantage of the Early Bird registration specials, I would greatly appreciate a response by <insert date>.    
  
Thanks in advance for your consideration and I look forward to your support for my attendance.  
  
Regards,  
  
Your Name