

Dear >>Insert manager's name<<

I'd like to attend the upcoming SAS® Global Forum conference, April 28 – May 1, 2019, in Dallas, TX. It's the best way to make sure we're getting the most out of our SAS investment. This event is a learning-focused conference featuring over 5,000 of the brightest SAS users and experts the world over.

**What makes this conference special?**

- **Knowledge sharing.** I can learn from other companies and professionals from a host of industries.
- **Hands-on training.** Courses and tutorials are taught by recognized experts. This ensures that I get practical knowledge and experience.
- **Professional development.** There will be ample opportunities to discover new ideas and make connections with peers.
- **Customizable agenda.** I can choose topics that are relevant to my role and skill level.
- **Affordable.** There are several pricing options to fit our organization's budget. If I book my hotel early, we'll get an even bigger discount.

**I can apply what I learn to the following projects:**

- >>List applicable projects here<<

By attending, I am serving as an ambassador for our organization. I will provide a post-conference summary and debrief our team on what I learned.

At SAS Global Forum, I'll get the right training, development and education. You can learn more about the conference at [sasglobalforum.com](http://sasglobalforum.com). Thank you for your consideration. I look forward to your reply.

Regards,

>>Add your name here<<