

Dear Manager,

I'd like to attend the upcoming SAS Global Forum Conference, April 26-29, 2015, in Dallas, Texas. It's the best way to make sure we're getting the most out of our SAS investment.

This event is an education-focused conference featuring the brightest SAS users and experts from all over the world.

What makes this conference special?

- Hands-on training. Courses and tutorials are taught by recognized experts. This ensures that I get practical knowledge and experience.
- Professional development. Four days offer 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 projects.

By attending, I am serving as an ambassador for our organization. I will provide a post-conference summary and can 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. Thank you for your consideration. I look forward to your reply.

Regards,
Your Name