\_\_\_\_(Date)\_\_\_\_

Dear \_\_\_\_\_(Supervisor’s Name)\_\_\_\_\_,

I would like to request approval to attend the Numerix NEXT 2018 user conference, October 23-24, 2018 in Rye Brook, NY.

The conference will enable me to attend two-days of educational sessions that are directly applicable to my work. It will also allow me to learn from and collaborate with fellow Numerix software users from around the globe facing similar challenges with regulations, technology and profitability. My participation will provide me with an opportunity to expand my knowledge and give me tools and resources to enhance my performance.

After reviewing the program agenda, below you will find a listing of sessions that I feel are most relevant to my professional growth.

1. \_\_\_\_\_\_\_\_\_\_(Session Title, Speaker, Company)\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_(Session Title, Speaker, Company)\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_(Session Title, Speaker, Company)\_\_\_\_\_\_\_\_\_\_

Sessions and scheduled conference meals and activities are complimentary. In seeking support of my attendance to this meeting, \_\_\_\_\_(Company Name)\_\_\_\_\_ would only need to cover travel expenses, non-conference meals and hotel accommodations ($207 per night plus tax) while I’m at the conference.

The opportunity for me to enhance competencies, better leverage our Numerix software, and establish connections with capital markets peers makes my attendance at the Numerix NEXT conference a valuable investment, and a benefit on both personal and professional levels.

If you’d like more info, check out their website: <http://www.numerix.com/events/next-2018-numerix-user-conference>. Thank you for considering support of my attendance at the Numerix NEXT Conference.

Sincerely,

\_\_\_\_\_(Your Name Here)\_\_\_\_\_