Hi [Managers Name],

I would like to request approval to register for the **SafetyChain Fall Customer Summit** on October 11-12 at the Westin Buckhead Hotel in Atlanta, Georgia.

This user summit will offer product training and several sessions directly applicable to my work like analytics and reporting training, form building, a continuous improvement workshop, executive thought-leadership on topics such as the labor shortage, global supply chain, and more. In addition, the event will provide an opportunity for developing professional contacts in the process manufacturing industry, including experts in [input your area of expertise here.]

My attendance will allow me to connect with other SafetyChain users and explore new ways of utilizing SafetyChain in our plants, including new ways to increase productivity, and profitability, and create more transparency on the plant floor to the data we collect with SafetyChain.

There is no registration fee for this event. As part of my attendance request, I am providing my anticipated reimbursement expenses for travel, accommodations, meals, etc., and an estimated total cost of [estimated cost], with a summary breakdown below.

The opportunity for networking and professional growth, and the process of exposure to thought leadership by SafetyChain and industry leaders, make my attendance at the Summit a great investment for [company name.]

Thank you for considering my attendance at the SafetyChain Fall Customer Summit.

Sincerely,

[your signature]

**Expense Breakdown**

| **Item** | **Description** | **Cost** |
| --- | --- | --- |
| **Event registration** | No registration fee for SafetyChain customers | $0 |
| **Travel** | Flight, car/taxi, parking | *$[INPUT HERE]* |
| **Lodging** | Westin Group Rate is $199/night +tax | *$[INPUT HERE]* |
| **Meals** | Breakfast, lunch, and one dinner are included | *$[INPUT HERE]* |
| **Other** | *[Include any additional travel expenses here]* | *$[INPUT HERE]* |
|  | **TOTAL** | *$[INPUT HERE]* |