**ScienceLogic Symposium Justification Letter**

To:

From:

Subject: ScienceLogic Symposium - Conference Proposal

[name] -

There is a great conference opportunity coming up and I'm writing to ask for approval to attend. Symposium 2017 – an annual ScienceLogic user conference – will take place October 3-4 in National Harbor, MD (just outside of Washington, D.C.).

The theme of the event is “Do IT Better!” so I expect to return with ideas we can implement to make us more efficient, effective, and drive costs out of the business.

The conference is equal parts education and networking with a community of ScienceLogic customers. It is the fastest way to get in-depth training, practical advice, and access to ScienceLogic product experts.

By attending Symposium, I can get education in a couple days that would otherwise require multiple courses and sessions throughout the year. Some of the other reasons to attend include:

* More than 30 sessions, a third of which will be led by ScienceLogic customers like us
* The opportunity to make our voice heard in driving the future direction of the product
* Hands-on learning from product experts in their lab
* A chance to understand how latest enhancements to the product can improve our IT department
* Networking opportunities with 150+ ScienceLogic customers who can share how they best leverage the platform

Here's a breakdown of expenses, which includes the discounted rate at the conference hotel:

Airfare: $xxx

Transportation (between airport and hotel): $xx

Hotel: (3 nights at $249 +tax) $xxx

Registration Fee: $499 (if I register before July 31)

Meals: $xxx (most are covered with the registration)

Total: $x,xxx

I look forward to continuing to learn how we can use ScienceLogic in a way that strengthens the business and makes the most out of our investment.

Thank you for considering this request. I look forward to your reply.

Regards,

[your name]