<Date>

RE: Collaborate Live! FirstWatch Training Workshop & Forum February 7-8, 2019

Dear <Decision-Maker’s Name>:

I am writing to formally request approval to attend Collaborate Live! FirstWatch Training Workshop & Forum, February 7-8, 2019, in Carlsbad, California. This meeting is a cost-effective opportunity to maximize the value of the FirstWatch tools already in use at our department through critical training, relevant user case studies, industry “hot-topic” discussions, and valuable networking and collaboration with other FirstWatch users.

Benefits of attending FirstWatch Collaborate include:

* Training sessions on FirstWatch products already in use at our department
* Discussions focused on how to use FirstWatch applications to meet specific industry challenges
* Sharing of case study examples that show how industry colleagues are using FirstWatch to meet/adapt to industry trends and challenges
* One-on-one meeting time with FirstWatch team members to address our department’s specific needs, concerns and plans for the future
* Networking opportunities to build and strengthen connections with industry colleagues and the FirstWatch team

The estimated costs associated for attending are:

Registration $395  
 Airfare $\_\_\_   
 Hotel (2 nights) $368   
 Transportation $130   
 Meals $\_\_\_

Registration includes access to all of the training, both small break-out and group discussions, and one-on-one time with FirstWatch staff. Including travel and accommodations, the total investment to attend is approximately $\_\_\_\_, but, if I register before Jan 7, 2019, early registration savings are $100 off the standard registration rate bring the total cost down to $\_\_\_\_. Should we be interested in sending additional attendees from our agency to attend FirstWatch Collaborate, each additional registration will cost $150 each.

The takeaways from attending this Collaborate Live! FirstWatch Training Workshop & Forum will benefit our department greatly as we work to meet the needs of serving our community now and in the future. Specifically, while at the meeting and training, I will focus on finding solutions that could benefit the following projects:

* <Project 1>
* <Project 2>
* <Project 3>

For more information about Collaborate Live! FirstWatch Training Workshop & Forum, please visit TBD

Collaborate Live! FirstWatch Training Workshop & Forum is only accepting the first 40 registrants, so we must act quickly. Thank you in advance for considering my request.

Respectfully, <Your Name>