

## Convince Your Boss Email Template

**Subject Line:** Request to attend Bluebeam's XCON

Hi <insert Manager's name>,

I'd like to request your approval to attend this year's Bluebeam Extreme Conference (XCON), taking place August 23-24 in San Diego, CA.

Every year, XCON gathers together hundreds of design and construction professionals for two days of industry panels and presentations, in-depth training sessions and networking opportunities.

As an attendee, I'll have the chance to make meaningful connections, forge strategic partnerships and take advantage of the unique learning opportunities available, including hands-on training of Bluebeam solutions.

This year, there will be more than 60 unique sessions to choose from. The sessions that I am most interested in attending are:

- <insert session here>
- <insert session here>
- <insert session here>

Registration for the conference includes all sessions as well as complimentary breakfasts and coffee breaks, receptions and lunches which helps reduce costs.

Attending XCON will cost approximately <insert total>, break down as follows:

Airfare	\$0
Airport Transportation (between airport & hotel):	\$0
Hotel (3 nights at \$269, not including taxes):	\$0
Meals (included with conference pass):	\$0
Registration Fee:	\$800
<b>Total:</b>	<b>\$x,xxx.xx</b>

I believe attending XCON is an investment worth making and will deliver outstanding value not only to me, but to our whole team; I'll be sure to share what I learned with everyone once I return to the office.

I look forward to hearing from you!

Best,  
<insert your name>