Date: (Insert Date)  
  
Dear (Your Boss’ Name)

e-Builder’s 2021 Elevate Virtual Conference is one of the only owner construction management conferences in the U.S. The conference features three days of virtual educational breakouts, keynote presentations, and opportunities to network with those in my role, and industry. I plan to attend sessions that are relevant to my role and will be happy to share with peers upon returning to the office.

In addition, I will have the opportunity to schedule one-on-one sessions with an e-Builder Business Analyst who will review our account and guide us with tips within e-Builder, offer specific technical guidance and training, as well as expand my proficiency across e-Builder modules relevant to my function.

I am seeking approval for the registration fee:

Virtual Conference Fees

* Early bird rate: $69 (Through June 30th)
* Standard price: $99 (July 1st – August 31)
* Late price: $149 (September 1st - September 17th)

Registration Fee Includes:

* Attendance to all keynote sessions and breakout sessions
* 1:1 meeting with an e-Builder Business Analyst
* Recordings of all conference sessions \*Some presentations may not be released due to proprietary restrictions.

Please accept this proposal to attend as I’m confident in the significant return will outweigh the time away from my day to day tasks. Thank you for your consideration, and I look forward to hearing back from you.

Sincerely,