Dear \_\_\_\_\_\_,

I’m writing to ensure we include the 2025 CityView Customer Conference (CVC) in our 2025 budget. It’s a great opportunity to take advantage of industry experience so I can increase my technical know-how, leverage best practices from industry peers and influence the products and solution offerings we use.

This event will provide me with the opportunity to network with peers from various municipalities across North America. I’ll be able to explore products and services to help our organization maximize its software investment and will gain new tips and tricks to bring back to our organization that will help increase productivity and efficiency.

While a 2025 location has not yet been set, based on past conference costs, below is an estimate for 2025:

* Early bird registration: ~$1,100USD
* Travel: $500 for flight
* Lodging: approx. $250USD per night
* Meals: Included

This conference provides approximately 16 hours of onsite, in-person training for a fraction of the cost. Given the necessity of getting the most out of our solutions, I believe CVC will be well worth the investment.

You can learn more about CVC [here](https://www.municipalsoftware.com/conference). Thank you for your consideration.

Sincerely,