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

I’m writing to request your approval to attend the 2025 CityView Customer Conference (CVC). This event will take place at the DoubleTree Suites by Hilton Austin Downtown Capitol from October 7-9. I want to take advantage of the industry experience available at CVC to 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.

Here are the estimated costs to attend:

* Registration: $1,200USD – if we register by August 15, 2025.
* Travel: Varies
* Lodging: $249USD per night *(excluding taxes or fees)*
* Meals: Included

Essentially, I’ll be getting 16 hours of onsite, in-person training for the bargain price of $75/hour – that’s hard to beat! 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,