**[Insert company Logo]**

**[Insert Date]**

Dear **[Insert Manager Name]**,

I would like to attend the **Phoenix Integration 2018 International Users’ Conference**, April 17 – 19 at the Annapolis Waterfront Hotel, in Annapolis MD. The conference is focused on Model Based Engineering and Model Based Systems Engineering in a 3-day event. The event has two-days of formal technical sessions and one full day of training.

This event, organized by users of Phoenix Integration, will address the preeminent user-driven issues of the day. I will have the opportunity to choose from more than 30 technical presentations, 2 hands-on training sessions and Panel Sessions lead by industry technical experts, product experts and like-users. Key Industry Experts include:

* **Ralf Hartmann, VP Satellite FVI, Engineering Tools & Control Ground Segment at EADS Astrium, Airbus Defense and Space**
* **Mr. Thomas Haduch, Director of Engineering, US Army RDECOM**
* **Dr. Neal Lovell, VP of Solutions Architecture, SAIC**
* **Dr. Sanford Friedenthal, Distinguished Industry Consultant on MBSE/SysML**

I believe that the technical education and hands-on training I will receive at this conference will enable me to improve our implementation and initiatives around model based engineering very quickly within our organization. I also expect a number of our customers to be in attendance and the conference will allow me to discuss our capabilities with them.

The knowledge I derive from these sessions can be directly applied to **[insert current or future company project if applicable]**.

I will also have the opportunity to network with other users, who will help keep me up to date on the latest product issues and trends, including their own experiences of implementing Model Based Engineering within their organizations, and the lessons they have learned. These valuable networking opportunities will not only help me directly address problems I am challenged with now, but also provide me with a network of support for issues that arise throughout the year, and most importantly, assist me to avoid potential lost time due to implementation errors.

Total costs associated with attendance are: **$X,XXX**

**Here is the breakdown of these costs**:

Registration Fee **$ XXX**

Transportation **[$XXX]**

Hotel **$YYY** per night

Meals **[$XXX]**

I appreciate your consideration of my attendance to this event, and would be happy to answer any questions or provide you with additional information as necessary. To view the agenda and additional details regarding the conference, please visit: <http://www.phoenix-int.com/2018-international-users-conference/>

Thank you,

**[Insert Name]**