Dear **<Insert Name>,**

I’d like to request your approval to attend Insights Summit 2019, the annual client event from Frontline Education. It is taking place on March 13-15, 2019, in Orlando, Florida.

Frontline Education is the leading provider of school administration software and our current partner for software solutions for **{insert Frontline products}**.

What makes this event unique is that it offers both best practices from other school districts and experts, as well as product learning opportunities for our current solutions.

Here are a few other reasons I’d benefit from attending:

1. Hear unique perspectives, case studies and success stories from other school districts and education thought leaders
2. Attend product-focused sessions to increase return on investment from our Frontline solutions
3. Network, brainstorm and learn from over 100 other education professionals
4. Spend 1-on-1 time with a Frontline expert to get my product questions answered

In addition, the event is just $799/person (early bird rate) – including lodging for two nights and meals/activities associated with the event. This is an extremely competitive rate compared to similar education conferences.

I’ve broken down the approximate cost of my attendance:

Travel: **$xxx**

Conference + Lodging: $799

**Total: $xxx**

Upon my return from Insights Summit 2019, I will share key takeaways, including those that we can implement immediately to maximize our programs and increase the value we gain from our Frontline solutions.

Thank you for your consideration of this request.

Regards,

**{Name}**