<Date>

RE: Collaborate Live! FirstWatch Training Workshop & Forum February 20-21, 2020

Dear <Decision-Maker’s Name>:

I am writing to request approval to attend Collaborate Live! FirstWatch Training Workshop & Forum, February 20-21, 2020, (with an opportunity for a basic orientation on FirstWatch for new users, or just those wanting an overview on February 19th) in Carlsbad, California. This meeting is a cost-effective opportunity to maximize the value of the FirstWatch tools we use through hands on training, case studies, industry “hot-topic” discussions, and networking with other FirstWatch users.

Benefits of attending FirstWatch Collaborate include:

* Hands on training to maximize the value of FirstWatch products already in use in our organization.
* Learn strategies for how to use FirstWatch applications to meet challenges in our organization and in our community.
* Learning from case studies that show how colleagues are using FirstWatch to meet/adapt to industry trends and challenges.
* One-on-one meeting time with FirstWatch team members fine-tune our system to better meet our needs.
* Networking opportunities to build connections with colleagues and the FirstWatch team.

The estimated costs associated for attending are:

Registration $395 through January 24th (after January 24th registration is $495)   
 Airfare $\_\_\_   
 Hotel (2 nights) $424   
 Transportation $130   
 Meals $\_\_\_

Registration includes access to all of the training, both small break-out and group discussions, and one-on-one time with FirstWatch staff. Including travel and accommodations, the total investment to attend is approximately $\_\_\_\_\_\_\_\_. Should we be interested in sending additional attendees from our agency to attend FirstWatch Collaborate Live, each additional registration will be $100 off.

The learning from Collaborate Live will benefit our department as we work to meet the needs of serving our community now and in the future. Specifically, while at the meeting and training, I will focus on finding solutions that could benefit the following projects:

* <Project 1>
* <Project 2>
* <Project 3>

For more information about Collaborate Live! FirstWatch Training Workshop & Forum, please visit www.firstwatch.net/collaborate-live

The registration for this small workshop is limited to the first 35 registrants, so we must act quickly. Thank you in advance for considering my request.

Respectfully, <Your Name>