

1/9/2025

RE: Collaborate Live! FirstWatch Training, Workshop, & Forum | September 29 – October 3, 2025

Dear <Decision-Maker’s Name>:

I am writing to request approval to attend FirstWatch’s Collaborate Live Training, Workshop, & Forum, September 29 – October 3, 2025 in San Diego.

This meeting is a cost-effective opportunity to maximize the value of the FirstWatch tools we use through hands-on training, case studies, industry discussions, and networking with other FirstWatch users.

Benefits of attending FirstWatch’s Collaborate Live include:

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

The estimated costs associated for attending are:

Registration $890 through August 27th (after August 27th, registration is $990)  
 Airfare $\_\_\_   
 Hotel (2 nights + parking) $428 + taxes  
 Transportation $\_\_\_   
 Meals $\_\_\_

Registration includes access to all training, both small break-out and group discussions, most meals, 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 $50 off.

[Optional] 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 Training, Workshop, & Forum, please visit www.firstwatch.net/collaborate-live

The registration for this small workshop is limited to the first 120 registrants, and previous events have sold out, so we must act quickly. Thank you in advance for considering my request.

Respectfully, <Your Name>