Hi [Name],

I’m requesting approval to attend the Laserfiche user group and regional training event, [Date] at [Location] in [City].

What sets Laserfiche apart from other training events is its focus on empowering users with the skills, tools and business strategies necessary to make information management more effective. Here are three other reasons I want to attend Laserfiche regional training:

1. It’s a training event dedicated to sharing best practices with peers. I want to learn more about how we can best utilize Laserfiche to address our business goals.
2. I’m inspired by their mission to bring the Laserfiche community together to build the future of work. Change is happening and I want to make sure our organization is ready.
3. Their speaker lineup includes a diverse range of perspectives and specialized knowledge. [*Insert a speaker or session you’re looking forward to learning from here*]

I know that we have invested in Laserfiche as an organizational solution, but there are always ways to maximize our investment. It’s important for us to stay up to date on the latest product development, to learn from others in our area and apply what they’ve learned to [our company]. The Laserfiche user group and regional training event is a way for me to learn more about Laserfiche product road map in an interactive and collaborative way.

The cost of my attendance would be approximately:

Airfare:                                                                     $xxx

Accommodation:                                       $xxx

Regional Training:                                                            $xxx

Total:                                                                             $xxx

I’ll also host a lunch and learn when I get back so I can share the most valuable information I’ve learned from the event with the team.

Looking forward to hearing from you,

[Your Name]