

Dear {insert Approver's Name}:

There is an exciting opportunity to attend Velocity 2022, MercuryGate's user conference, November 7 — 9, 2022 in Scottsdale, AZ. The content and sessions that will be presented there can help our organization find new ways to derive value from our transportation operations through thought-leadership content, informative workshops and track sessions, and one-on-one interaction with peers.

This is a great chance to network with other MercuryGate customers and find out what they are doing to simplify supply chain complexity and digitally transform their transportation and logistics practices. The agenda for the three-day event includes:

- Roundtables and workshops led by MercuryGate customers, employees, partners, and industry analysts.
- Keynote presentations covering industry trends in supply chain; deriving business value from the TMS and supply chain tech stack; and MercuryGate's strategic product roadmap.
- Real-world examples of MercuryGate's product suite used by customers representing logistics, transportation, services, retail, food and beverage and healthcare and pharmaceutical industries.
- Peer-to-peer networking opportunities to share best practices and solutions.

I am seeking approval for the registration fee and travel expenditures. Here is a complete breakdown of the conference investment:

Expense	Fee	Notes
Airfare	\$XXX	
Transportation	\$XXX	To and from airport
Hotel	\$XXX/night, X nights	
Meals	\$XXX	
Registration	\$XXX	Includes breakfast and lunch daily, snacks, all keynote and conference sessions, networking events.
<b>TOTAL INVESTMENT</b>	\$XXX	

You can find more event information here: [velocity.mercurygate.com](http://velocity.mercurygate.com). I am happy to discuss other areas of value that can be generated from attendance at the event or answer any questions you may have. Thank you for your consideration.

Closing greeting,

Your name