If you have to first convince your boss it's worth your time and your company's money to go, you're not alone. Download and customize this letter as you see fit, adding immediate problems you'll be able to solve and long-term initiatives you'll be able to implement as a result of attending the Wolfram Technology Conference 2017.

**Justify your trip**

To:          
From:          
Re:        Request to attend Wolfram Technology Conference  
  
As an active user of Wolfram technologies, including Mathematica, I'm writing to ask for approval to attend Wolfram's annual Technology Conference this October 17–20 in Champaign, Illinois, United States. The Wolfram Technology Conference 2017 is three full days of learning, including seminars on best practices and new innovations, hands-on workshops, developer kitchens and networking events.

At a total cost of under $2,000, it's the most cost-effective way to ensure that we're getting the most from our investment in Wolfram technologies, such as the Mathematica platform, and should result in immediate ROI.  
Here's an approximate breakdown of the conference costs:

Airfare:                                                          $  500  
Transportation: (round-trip taxi from airport to hotel)                 $   50  
Hotel: (3 nights at $125)                                         $  375  
Meals:                                                  $   50  
Registration fee:     $  695 ($595 w/ Early Bird discount)  
 (includes breakfast, lunch, select dinners)                                              
Additional training: $ 175 (if applicable)  
Optional networking dinner: $ 45  
Total:                                                                  $ 1,890 ($1,790 w/ Early Bird discount)  
  
Learning how to use the latest features in Wolfram technologies, and seeing what's on the horizon, are as fundamental to the conference as networking and developing contacts with industry experts. The value in the presentations and workshops cannot be overstated, as the information gleaned will have a direct impact on the quality of our current and upcoming projects.

The conference also offers opportunities to solve attendees' specific project challenges with the help of Wolfram employees and peers. In particular, I'd like to focus on finding solutions or best practices that could benefit these projects:  
[add project or initiative]  
[add project or initiative]

I'll submit a post-conference report that will include an executive summary, major takeaways and tips and a set of recommendations to maximize the full potential of our investment in Mathematica and other Wolfram technologies. I will also share relevant information with key personnel throughout the company.