Dear **<Insert Your Manager’s Name>,**

Please provide your approval for me to attend Avolve Software’s user conference, Inspire, held April 8-10, 2024, at the Fort Lauderdale Marriott Harbor Resort in Fort Lauderdale, FL. The Inspire conference will enable me to expand my knowledge to enhance our plan review processes and efficiencies.

Inspire is Avolve’s annual conference that connects their experts, over 100 of their customers, and several of their partners. This conference is a wonderful opportunity to gain important professional experience and will allow me to bring back insight and innovative ideas to help me improve my job function. The conference will enable me to:

* Connect with peers from around the country, as well as industry experts, so we can understand how to further improve our processes
* Learn how to get more from our Avolve plan review software and fully leverage **<ProjectDox or DigEplan>**
* Receive product training and support from Avolve experts
* Gain an understanding of Avolve’s product roadmap and be able to provide feedback on our requirements
* Meet and network with Avolve executives and product experts

The conference will have an exhibition area where I can connect with their partners and specialists who can assist in providing best practices and solutions that can aid our process improvements. There will also be breakout sessions where I can partake in discussions that will provide valuable feedback on how we conduct plan review and training to increase the ROI of our solution. An Award dinner will also be held to honor the **<number>** years we have been an Avolve customer.

Avolve has a discounted rate if we get tickets early. I believe my experience at Inspire 2024 will be extremely beneficial for the time and money invested, and I appreciate your consideration of my request.

Regards,  
**<Insert Your Name>**