

**<Today's Date>**

Dear **<Manager Name>**,

I'm writing to you today because I would like to propose that I attend VCS' User Conference, Evolution Exchange, on behalf of the department. I know that with so many conferences and events each year it can be hard to decide which ones are truly worth the investment, but I feel confident that attending this will provide significant ROI. Evolution Exchange is taking place June 8-10, 2021 in Atlantic City, NJ.

At each User Conference, VCS brings their customers together in a collaborative environment to share software tips, learn about new offerings, get exclusive one-on-one training with Product Specialists, hear directly from the developers and gain valuable insights into what the future holds for the always improving VCS platform. This year, the Conference will also be introducing New Bootcamp Training, an intense crash course on everything customers need to know to master their scheduling system.

Evolution Exchange is a User Conference built on efficiency with the goal of bringing customers together and teaching them in 3 days what could normally take up to 1 year. Additionally, the Conference features various networking events that have proven to help other VCS customers learn from each other, understand new tactics of using the software, and even bring those helpful tips and solutions back to their own departments for better ease of use.

By attending VCS' Evolution Exchange User Conference, it is my goal to build upon my current knowledge of VCS products, learn more about how to leverage the software to better serve our scheduling needs, and network with the VCS community on behalf of our department.

**<Here, you may want to enter more information about your specific goals>**

The total estimated cost for the Conference is **<enter cost>**. The detailed breakdown is below.

**VCS' Evolution Exchange User Conference Cost Breakdown**

- Registration Fee: **<enter cost>**
- Airfare/Transportation: **<enter cost>**
- Hotel: **<enter cost>**
- Total: **<enter cost>**

I believe that attending this Conference will help us get the most out of our investment in VCS software.

If you'd like to learn more about Evolution Exchange, you can visit the website here: [www.evolutionexchange.com](http://www.evolutionexchange.com)

Sincerely,  
**<Your Name>**