Hi {Manager Name},

I would like to attend the BankTEL Unfiltered 2019 User Conference, September 17 – 19, in New Orleans, LA. Every year, the BankTEL User Conference provides a perfect blend of education and networking opportunities to interact with colleagues, the BankTEL team, and financial industry experts. By attending the conference, I will learn what’s new with our BankTEL applications, how today’s accounting and compliance trends can be incorporated into our practices to advance not only my professional development, but the bottom line of [insert organization name], as well as find out what other peer institutions are doing to leverage BankTEL in tackling challenges like the ones we face.

The general and breakout sessions provide in-depth detail of the products and services offered by BankTEL, as well as informative and motivational insights from relevant financial industry professionals. In fact, I can research a solution for our current need in the [insert current project or pain point you are working to resolve; if you don’t have anything in mind, do not include this sentence].

Top ❺ Benefits of Attending:

1. Find Real Solutions to Our Top Challenges – BankTEL Unfiltered has more than XXX education sessions focused on specific content tracks. I stay ahead of important industry trends, find out what strategies my peers are implementing and discover how they are tackling similar issues we face. In short, I’ll learn new strategies and solutions to solve some of our biggest challenges.
2. Meet and Learn from Trendsetters – BankTEL Unfiltered speakers, attendees and sponsors are at the forefront of the industry. This is a great opportunity to find out how they stay ahead of the curve. We can apply those practices to [insert your organization name].
3. Networking – I’ll make new connections with peers and find out how they are managing common accounting and compliance objectives.
4. Stay Current – In order to ensure that we are maximizing our BankTEL ASCEND investment, it is important to have complete knowledge of all new and future enhancements to the ASCEND platform. With several sessions focused on best practices, and recent enhancements, I will come away from the conference with tools to immediately improve our operation.
5. Prepare for the future – learning about future enhancements and the direction BankTEL is headed toward with enhancements and new product offerings will help our department plan for the future and understand how we can prepare for improvements and new offerings in the ASCEND platform.

My projected costs for attending BankTEL Unfiltered 2019 are [insert cost from worksheet]. This includes registration, transportation, lodging, events and meals.

BankTEL Unfiltered is the most efficient way to get an update on BankTEL and the rapidly changing landscape of accounting and compliance that affects how we do business and will allow me to bring back new ideas, best practices and solutions that we can implement right away. Additionally, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to move the department and [insert organization name] forward.

Thank you for considering my request for approval to attend.

Sincerely,

[Your Name]