**Feel free to use the below copy to ask for approval to attend the 2024 R365 Restaurant Transformation T­our Festival. We’ve filled out some costs we know but be sure to fill in the rest to make it your own!**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I’d like to receive approval to attend the R365 Transformation Tour Festival August 11-13 in Nashville, TN. Because we’ve invested in this powerful restaurant management solution, I think this is a great opportunity to maximize that investment and our adoption by spending two days in dedicated, deep dive training.

It’s the one conference each year that brings together the community of R365 users, partners, and members of the R365 team. At a total cost of about $\_\_\_\_\_\_ (airfare, registration, hotel), this really is a very cost-effective way to ensure we’re getting the most from our R365 investment. The increased efficiency gained from the learning will result in immediate ROI.

This is also great timing for me to focus on finding solutions/best practices that could positively impact the following projects/initiatives:

* [add details]
* [add details]
* [add details]

**With 15+ hours of** **dedicated training over two days** – I’ll have the ability to choose breakout sessions and workshops that best fit the areas I want to focus on. Content is built to offer sessions specific to build my R365 expertise. R365 is also featuring a “Solution Bar” where I’ll be able to make appointments to meet one on one with a R365 trainer or support technician so they can walk me through any questions I have and also share with me best practice solutions. R365 is also bringing in first-class third party speakers.

In addition to the breakouts and workshops, I’ll have a chance to collaborate and problem solve with other R365 power users. There will also be a Solutions Hall featuring top industry and emerging vendors – all of which integrate with R365. This will be a great place to pick up new ideas to drive more productivity from our team.

**Here’s what attending the conference will cost:**

|  |  |
| --- | --- |
| Airfare | $ |
| 2 Night Hotel Stay | $ |
| Conference registration (includes all meals) | $ |
| **Total** | **$** |

This conference should deliver real value. I’ll learn how utilize the latest features and get a sneak peek on what’s planned for future releases. I’ll also develop better contacts with R365 specialists, other R365 partners and industry experts. Pros: streamlined practices, tested solutions, understanding of future releases/functionality, and a network of peers to call on to collaborate and troubleshoot. Cons: none.

Thank you for considering the request.I look forward to the chance to become a true R365 guru.

Regards,