Hello [Manager’s Name],

As a part of my ongoing training and professional growth plan, I’d like to attend [Recruiter Nation Live](http://www.jobvite.com/recruiter-nation-live/), which takes place October 1-3, 2018 in San Francisco. Recruiter Nation Live is the largest gathering of talent-focused professionals and experts under one roof.

I plan on spending my time at the conference to focus on and drive the following initiatives

* Project/Initiative
* Project/Initiative

Here are some of the benefits that make our investment in the conference pay dividends for me and our company:

* I’ll get a chance to network and brainstorm with peers, as well as top industry experts, thought leaders, and visionaries in the field.
* Get an in-depth education on the latest talent strategies including creative sourcing, employment branding, recruitment marketing, collaborative hiring, effective career websites, recruiting metrics, onboarding, and much more.
* Have access to practical advice, recommendations, and case studies that we can apply to our own talent strategy.
* Visit the Solutions Expo to gain an in-depth look at some of the most innovative recruiting technologies and talent acquisition expertise in the industry.
* Secure one-on-one time with a member of the Customer Success team to better understand Jobvite solutions, ask questions, and learn how to make the most out of our Jobvite investment.

I’ve broken down the cost of my attendance Monday, October 1 through Wednesday, October 3 below. If I register now I can take advantage of significant early bird savings of $500 and discount hotel rates.

Airfare: $xxx  
Hotel: $xxx (Discounted rate of $299/night + tax and fees at the [Parc 55](https://book.passkey.com/go/JOBVITE2018))  
Attendee Pass: $499 (Register before May 31)  
Total: $xxx

When I return from the conference, I’ll schedule time with you and the team to share key takeaways and recommendations we can apply immediately to enhance our talent strategy and make the most of our investment in Jobvite. You can visit the conference website for more information here: <http://www.jobvite.com/recruiter-nation-live/>

In order to secure the early bird price of $499, I would have to register before May 31st. After this date, the price will increase to $699 between June 1st and July 31st. Thank you for considering my request, and I look forward to hearing from you.

Regards,

[Name]

**Pricing Structure for Reference:**

$499 – Early Bird Price (expires May 31)

$699 – General Price (expires July 31)

$899 – Last Minute Price (expires August 31)

$999 – Full Price (from September 1)