

Dear [insert manager's name],

We've been using [insert Atlassian product name] for about [period of time] now, and during this time our team collaboration and production has greatly increased due to Atlassian. I feel like we've only scratched the surface of the potential of our team, and I think we can create even more efficiencies with the Atlassian suite of products and the way we [enter process name].

With that, the first-ever Atlassian Summit Europe is quickly approaching in Barcelona 2-5 May 2017, and we really shouldn't pass up attending. It's a rare opportunity to connect with Atlassian staff one-on-one and learn how we could be using [insert Atlassian product name] in innovative, effective ways based on our specific needs. Industry leaders are always ahead of the curve, and we should take advantage of what they have to say, and what we can learn from them. Between that and the sessions, my top three takeaways for the conference are as follows:

1. [insert goal #1]
2. [insert goal #2]
3. [insert goal #3]

Gaining insights on these takeaways will allow our entire team to [insert benefit] in the future. Here's an approximate breakdown of what my Summit costs would be:

- Registration:
- Airfare:
- Transportation:
- Hotel:
- Meals - Lunch & Snacks included daily:
- Pre-conference Training (optional):
- **Total:**

After attending Summit, I would submit a post-conference summary, including a set of recommended actions to further our collaboration with Atlassian tools. I'd also be more than happy to share relevant information with other staff members and departments. You can learn more about the event by visiting: <https://www.atlassian.com/company/events/summit-europe>

Thank you for your consideration!

Best,
[insert your name]