Dear [Manager's Name],

I am writing to request your approval to attend Empyra’s FlowCon 2025, the annual user summit for myOneFlow, scheduled from December 7th-9th at the Statler Hotel in Dallas, TX. This summit is the premier event for engaging with fellow myOneFlow users, industry leaders, and product experts, offering a unique opportunity to enhance our use of the platform and drive substantial benefits for [University/Institution's Name] and our [participants/learners/clients].

The summit promises a wealth of opportunities for professional growth and institutional advancement:

1. **Hands-On Training and System Audits**: Participate in in-depth training sessions and 1:1 system audits, ensuring we leverage myOneFlow's full capabilities to improve our processes, maximize our ROI, and help our users get the most benefit from the platform.
2. **Insights into New Features and Industry Trends**: Gain firsthand insights into upcoming product features and industry trends through keynote presentations, product sessions, and panel discussions.
3. **Comprehensive Support and Learning Environment**: Benefit from an in-person help desk, feature deep-dives, and personalized support sessions that cater to our specific needs and challenges.
4. **Networking and Collaboration**: Engage with myOneFlow super users and industry professionals in adult ed, workforce development, and apprenticeship, fostering connections that could lead to innovative strategies and partnerships.

Last year’s customer attendees found tremendous value in FlowCon:

* “I've been in workforce development for 26 years, and this was the best conference I've ever attended.”
* “I can't say enough about the team's energy, passion, and genuine interest in us as attendees, customers, and partners.”
* “Wouldn't change a thing.”

**The registration fee is $350 until 8/31/2025 and then increases to $400. The fee includes four catered meals, an evening happy hour, and all sessions and audits. myOneFlow is also offering a discounted block in the Statler with rooms available for $265/night.** Accounting for travel and accommodation, I estimate the total cost to be [insert total cost]. I strongly believe that attending FlowCon 2025 represents a strategic investment in my professional development and our institution’s growth. I look forward to sharing the insights and strategies gained to elevate our efforts upon my return.

Thank you for considering this request. [Here is a link to the registration page](https://www.myoneflow.com/flowcon) with event info, hotel info, and agenda.

Best regards,

[Your Name]