Dear [Manager Name],

I would like to attend the **Trimble Innovate User Conference**, October 14-17, 2025.

Trimble Innovate User Conference is a best-in-class Asset Lifecycle Management conference. This three-and-a-half-day professional conference focuses on the business and industry of infrastructure and capital program management. It's where asset owners and operators from public and private organizations gather together to explore cutting-edge solutions and learn and network with other industry professionals.

Attending this event will allow me to develop new skills, create valuable professional connections and experience hands-on learning to apply in my day-to-day work.

The conference offers the strategic insight to help me improve our organization as well as the tactical, take-home information I need to succeed in my job. With a diverse lineup of sessions, hands-on trainings and live demos, it addresses real-world challenges we tackle daily.

I estimate the total cost, including registration, travel, and accommodations, to be no more than $X—a worthwhile investment considering the valuable benefits outlined below and detailed in the agenda.

Here are five benefits of my participation:

1. **Sharpening my skills:** I'll gain insights from a variety of speakers across multiple tracks and disciplines—discovering innovative asset lifecycle management strategies to improve project outcomes, increase efficiency and reduce the total cost of asset ownership. I'll also have opportunities to enhance my skills through training and certifications designed to help me stay ahead in my field.

2. **Getting the inside look:** I'll get a behind-the-scenes understanding of Trimble solutions implemented by industry peers—and I'll learn how our organization can achieve the same success.

3. **Improving collaboration:** I'll participate in sessions that provide insights on how we can enhance organizational and departmental collaboration by leveraging technologies that connect data and streamline workflows.

4. **Discovering new solutions:** At the Trimble Innovate Expo, I'll meet new vendors with the latest tools and technology for improving enterprise asset management and digital project delivery.

5. **Networking:** I'll connect with industry leaders in asset and capital program management. In every session and every conversation, I'll be collecting new ideas for working smarter—ideas I'll bring back to the office to implement.

Additionally, the conference will cover key industry topics in knowledge-building sessions across four tracks:

1. **Community Development - Permitting, Planning & Licensing:** Explore how modern permitting, planning and licensing capabilities help build stronger communities, improve service delivery, streamline workflows and foster transparency.
2. **Enterprise Asset Management & Infrastructure Optimization:** Gain insights into enhancing infrastructure management, improving operations and maintenance activities and empowering decision-making for cost efficiency and long-term sustainability.
3. **Next-Generation Capital Program Management:** Explore strategies and best practices to improve construction project outcomes, ensure on-time, on-budget delivery, mitigate risks, and enhance process control for greater efficiency and capital program success.
4. **Asset Lifecycle Management Strategies & Innovation:** Discover strategies to modernize operations, enhance efficiency and drive digital transformation with Asset Lifecycle Management solutions, emerging technologies and connected workflows.

Trimble Innovate User Conference is integral to my professional development. I will develop an overview of what I've learned and actionable takeaways for the team so we can work together to effectively move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]