

Still need to convince your manager to attend Transform 2021? Use this letter to get approval to one of the leading events in Commercial Real Estate and building operations.

To:

From:

Re: Building Engines TRANSFORM Conference Proposal

I'm writing to request approval to attend the Building Engines Summit, TRANSFORM 2021, a CRE conference focused solely on increasing my success with Building Engines and building operations.

Building Engines commercial real estate experts will be available to answer my questions, share best practices and new innovations, deliver hands-on training, and provide individualized support, and more.

The conference gives me the opportunity to problem solve with Building Engines employees and my peers from across the country and will also give me a close-up view to key aspects of the Prism, the new Building Engines platform.

Attending TRANSFORM would help me on these projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

Here's an approximate breakdown of conference costs:

- Airfare: \$XXX
- Round-trip transportation (between airport and hotel): \$50
- Hotel: (2 nights at \$XXX/per night) \$XXXX
- Meals: (4 – 5 estimated meals) \$150
- Registration Fee: \$550
- Total: \$X,XXX

I'll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize the return on our current investments in Building Engines. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request.

Regards,

(Insert Name/Signature here)