Subject: Request to attend SUMMIT 2024

Hi (Manager Name),

I hope this message finds you well. I am writing to express my strong interest in attending SUMMIT 2024, Henry Schein One | Exan’s axiUm customer event for academic dental professionals. I believe this conference presents a unique opportunity for personal and professional development, and I am eager to inquire about the possibility of approval to attend on behalf of our school / [Your Organization Name].

[SUMMIT 2024](http://exansoftware.com/summit) is scheduled to take place in Richmond, British Columbia, from May 15 - 17, 2024, and it promises to be a two/three-day immersive experience covering a range of critical topics for the academic dental industry. The event will encompass discussions on:

* Innovation & Industry Trends
* Best Practices
* axiUm Product Roadmap
* Integrations
* axiUm Training Day (optional)

Attending this conference would not only enhance my axiUm skills and industry knowledge but also provide valuable insights that could significantly contribute to the advancement of our dental education initiatives. The early registration fee for this event makes it financially viable, and I am confident that the knowledge gained will be invaluable to our team.

Here is an approximate breakdown of the costs:

|  |  |
| --- | --- |
| Airfare:  | $XX |
| Transportation: (round trip one SkyTrain stop from airport to hotel)  | $10 |
| Hotel: (3 nights + tax)  | $209\*2/3 |
| Meals: (1-2 days at ~$30)  | ~$60 |
| Registration Fee (includes breakfasts + lunches + coffee breaks + 1 dinner):  | **Early Bird Attendee = $435 CAD |** Regular Attendee = $545 CAD |
| axiUm Admin Training [OPTIONAL]:  | **Early Bird Training = $215 CAD|** Regular Training = $325 CAD |
| Total:  | $XX |

Between the content presented in the sessions, training, and keynotes, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

[SUMMIT 2024](http://exansoftware.com/summit) is offering a comprehensive, day-long training for axiUm Administrators, scheduled for May 17th. This training promises to be highly beneficial, covering a broad spectrum of relevant subjects. Having carefully reviewed the agenda, I am impressed by the range of topics it encompasses. These include EHR Forms, Power Admin, Insurance Cleanup, and managing various maintenance updates - all crucial areas in our field of work.

I am confident that participating in this training will broaden my understanding of these topics and significantly enhance my competence and confidence in performing my duties. The insights and knowledge gained would be invaluable in our ongoing efforts to maintain and improve operational efficiency.

I look forward to discussing the potential benefits of attending SUMMIT with you and how it can positively impact our team and operations. Let me know if you need anything else from me at this stage. You’ll find more information on the Summit 2024 event at [exansoftware.com/summit](http://www.exansoftware.com/summit).

Thank you for considering this request. I look forward to your reply.

Regards,