Email Subject Line: Why I must attend Accruent Insights 2025

Hi [NAME],

I’m writing to request approval to attend Accruent Insights 2025, Accruent’s annual user conference, held October 20-22 at the Hyatt Regency Atlanta. [If existing Accruent customer: We have been Accruent customers since XX and use XYZ solutions.]

Being onsite at the event will allow me to experience 2.5 days of learning and networking, as Accruent shares deep insights, knowledge, and real-world experience that can help grow our business. In addition to the latest industry trends, I’ll also receive top-notch product training and comprehensive roadmaps.

In attending the conference, I will have an opportunity to interact directly with Accruent experts including client success consultants, the technology team and Accruent’s senior management to further strengthen our relationship. Having face-to-face interaction with our Accruent solutions representative and Accruent product experts will not only provide us more keen insights about how to reach our organizational milestones with their technology, but it will also help us learn how to integrate them quickly and effectively.

Here’s an approximate breakdown of the conference costs:

Airfare: $X

Transportation: $30 approx.

Hotel: $X

OPTIONAL: $(-$ X)

Registration Fee: $X

Total: $X

After the event, I’ll submit an executive summary report with key industry takeaways, best practices, and a set of recommendations to maximize our Accruent investment. Thank you for considering this request. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly they will be! I look forward to your reply.

Thank you,

[NAME]