Dear [insert manager’s name]:

Magnet User Summit 2024 is a three-day event that gives attendees a chance to learn more about the newest features in Magnet Forensics products and the latest trends in digital forensics.

This year’s event will be taking place April 15-17 at the Embassy Suites Nashville Downtown in Nashville. I’ve reviewed the agenda from the previous Summit, and I believe that I can bring back a wealth of knowledge and ideas from the event, and I would like to request approval to attend.

By having the opportunity to interact with Magnet Forensics experts and experts in the field, I’ll have a firsthand look at the latest trends, opportunities, and challenges in digital forensics—and get rare insights that will be extremely valuable when bringing it back to my day-to-day duties along with those of our team.

The event includes keynote speeches from industry experts and the Magnet Forensics team; hands-on training labs; panel discussions, and much more. There will be a large number of educational sessions to choose from and I can pick and choose my agenda to best suit our needs.

CPE credits will also be issued for eligible labs at the in-person event, with each lab being eligible for 1 CPE credit.

**Costs and Travel:**

The approximate investment for my attendance at the Magnet User Summit 2024 is $(enter total estimated cost from elements below)

* **Conference Fee:** 
  + Onsite pricing is $799, but if registered before December 31, 2023, there is an Early Bird price of $399 or $449 until March 15. Law Enforcement, Government, and Military attendees are offered a rate of $249 before December 31, 2023, or $299 until March 15.
* **Transportation/Accommodation:** (Insert Amount)
* All attendees are responsible for their own transportation and accommodation costs
* **Meals:**
* Breakfast, lunch, and refreshments will be provided on Tuesday and Wednesday at the Welcome Reception and Customer Appreciation Event.
* **Training Courses:**
* Additional cost – up to $3,499 per course — anyone who takes on-site training will receive a free conference attendee pass. Plus, I will be able to earn up to 32 CPE credits by attending the pre-conference training courses.

When I get back from the conference, I’m happy to outline the key learnings that can help us make the most of our digital forensics tools. I will also receive access to presentation materials used at the conference—along with related blog articles, videos, and content published by Magnet Forensics—and will be happy to share those items as well.

Thank you for your consideration.

Kind Regards,[insert name and title]