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 and 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 will be happy to outline the key learnings that can help us make the most of our digital forensics tools. I will also share presentation materials used at the conference, and related blog articles, videos, and content published by Magnet Forensics.

Thank you for your consideration.

Kind Regards,

[insert name and title]