Dear XXX,

I’d like to request approval to attend OpenDay 2023, the 4th SkyBreathe User Conference, for all aviation professionals using SkyBreathe® software or interested in running more efficient airline operations. It is taking place March 20th, 22nd 2023 in Toulouse, France.  
  
The conference will give me a chance to connect with over 50 aviation professionals of 30+ airlines over 2 days of dedicated networking and it is conducted by fuel efficiency experts with extensive theoretical and hands-on experience in airline operations.  
  
I will have the opportunity to benefit from a One-On-One Sessions and training courses. The main event day of the conference is dedicated to inspiring and actionable keynotes, with breakout sessions with hands-on learning and relevant case studies examples. This conference will teach me everything I need to know about SkyBreathe® software to achieve greater fuel savings and make sure we’re doing things efficiently. The equivalent of this experience would otherwise require attending several courses and sessions throughout the year.  
  
I’ve broken down the approximate cost of my attendance at OpenDay 2023 below:   
Airfare: $xxx  
Hotel: 3 nights ($xxx per night)  
Conference: No registration fee for all SkyBreathe users  
Meals: OpenAirlines cover most of them.  
Total: $xxx   
  
Upon my return from the User Conference, I will share key takeaways, including those that we can implement immediately to maximize our fuel efficiency program and impact our bottom line.  
  
Thank you for your consideration of this request.

I greatly appreciate your immediate attention to my request.

Regards