Dear [NAME]

Re: COSUGI [add year]

I'm writing to ask for approval to attend the SirsiDynix User Group conference, COSUGI, **March 5-8, 2024 in Provo, UT.** The conference is three full days of learning and exploring our SirsiDynix software, and a chance to hear from experts on a number of ILS specific topics. March 5th is a pre-conference day with opportunities to explore several topics in depth. Early bird registration through February 1, 2024 is $450 and is a cost-effective way to ensure that we're getting the most from our SirsiDynix investment and should result in immediate ROI.

- ☐ I have submitted a proposal for a presentation and it has been accepted. [name of presentation]
- ☐ I am a COSUGI conference volunteer.
- ☐ I am leading a program or service to be explored at the conference. [Name of program or service and the conference session]
- ☐ I've been selected to lead an initiative requiring contacts that can be most easily made at conferences. [Name of initiative]
- ☐ I would like to attend this conference for professional development in a specific area of my job.

This is the one conference each year that provides an invaluable opportunity to network, collaborate, and build relationships with SirsiDynix executives and colleagues. In addition to honing my skills as a [position], the information I bring back:

- Helps my work group prepare for trends and analyze options for the future before they become critical.
- Includes actionable advice and tactics for moving our library forward.

I'll also meet representatives of leading-edge companies offering a choice of products related to library technology.

Our library's reputation gets stronger when I participate actively in my profession and demonstrates [our organization] is committed to professional development, innovation, and improving services.

Here are some of the relevant sessions I would like to attend:

- [add session]
- [add session]
- [add session]

Approximate breakdown of conference costs:

Airfare:	$ XX
Transportation: (round trip taxi from airport to hotel)	$ XX
Hotel: (3 nights)	$ XX
Meals: (3 days)	$ XX
Conference Registration:	$ XX
Total:	**$ XXX**

I can schedule a post-conference meeting to provide a summary of the major takeaways and tips I learned to enhance our current SirsiDynix system. I can also share relevant information with other members of our library staff that may find the information helpful.

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

Regards,
[Your Name]