Thank you for your interest in attending SNUG Boston 2017 on April 27. Attached is a letter template you can use to help justify your attendance. We’ve highlighted the areas where you can add specific context and explain the benefits and ROI that you and your company will receive by attending SNUG.

We hope to see you at SNUG Boston!

The SNUG Team

To:

From:

Re: SNUG Boston 2017 Registration Request

I am requesting approval to attend SNUG Boston, taking place on April 27, 2017 in Newton, MA. This one-day conference presents peer-reviewed technical papers and provides a unique opportunity to connect with Synopsys executives and members of the local design community.

The conference itself features more than 35 presentations taught by fellow engineers from many industry leading companies, including Advanced Micro Devices, Cavium, Oracle, Microchip Technology, The MITRE Corporation, Oski Technology and more. The technical sessions focus on several key areas: Custom Design & AMS, FPGA & Prototyping, Frontend & Backend Implementation, Test, and Verification.

Over 300 engineers, management, and senior executives attend this conference. Many of my industry colleagues and competitors use SNUG Boston as a key place to learn and network. SNUG sessions will provide me with practical information that I can use on my current projects and will show me how to extract the best results from the designs I’m currently working on.

Attending this conference will particularly help me with the following:

* [add a current project or initiative]
* [add a current project or initiative]
* [add a current project or initiative]

There is no cost to attend the conference. I’ll also submit a post-conference report that will include a summary, major takeaways, tips, etc.

Thank you for considering this request.

Regards,

