Thank you for your interest in attending SNUG Canada 2017 on April 21. 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 Canada!

The SNUG Team

To:

From:

Re: SNUG Canada 2017 Registration Request

I am requesting approval to attend SNUG Canada, taking place on April 21, 2017 in Ottawa, Ontario. 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 25 presentations taught by fellow engineers from many industry leading companies, including Aquantia, Advanced Micro Devices, Ciena, Cognitive Systems, Huawei, Rianta, Verilab, Xilinx and more. The technical sessions focus on several key areas: Frontend & Backend Implementation, Signoff & Characterization, Test, and Verification.

Over 200 engineers, management, and senior executives attend this conference. Many of my industry colleagues and competitors use SNUG Canada 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,

