**<Date>**

Dear **<MANAGER NAME>**,

I am confirming your approval for my registration to the 2017 **Science in the Age of Experience** taking place May 15-18, 2017,at the Hyatt Regency Hotel in Chicago, IL. This international conference brings together about 600 engineers from leading manufacturing and simulation technology companies. There will be more than 100 end-user presentations covering industry applications of finite element analysis, multiphysics, process automation, optimization and simulation data management solutions and more.

I would also like your permission to register for the Training Day on Monday, May 15th, as part of my continuing education objective. By attending the <topic>, I will learn how to apply the latest software enhancements to our competitive advantage.

A few of the technical presentations of specific interest and relation to our company include:

* **<list presentation title, Company>**
* **<list presentation title, Company >**
* **<list presentation title, Company >**

This valuable, annual conference will not only help me directly address problems we are facing today, but it will expand the network of professionals we may be able to call upon, to assist us if needed, in the future.

I will also be able to learn about the latest solutions from more than 20 SIMULIA Partners who provide complementary technologies some of which we currently use and others that may provide value to our overall engineering processes.

**Here is the breakdown of conference costs**:

Registration Fee **$1,195**

Transportation **<$XXX>**

Hotel **$**

Training Day (optional) **$500**

In total, it will cost **<$X,XXX>** to attend the 2017 Science in the Age of Experience.

I appreciate your approval of my attendance to this event as it will be beneficial to my professional growth and our product development goals. I am happy to review details of the conference with you at your convenience. If you would like more information on this event, please visit the [SIMULIA website](http://www.3ds.com/events/science-in-the-age-of-experience/overview/).

Thank you,

**<NAME>**