

Dear \_\_\_\_\_,

Laserfiche is hosting its annual Laserfiche Institute Conference: Empower 2013 on January 7-9, 2013, in Anaheim, CA. I'd like to request permission to attend this conference, which offers three full days of technical training, comprehensive classes and networking opportunities.

As **REQUESTER'S POSITION** at **ORGANIZATION NAME**, I've worked hard to pursue the knowledge and skills that will enable me to add value to our organization. Attending Empower 2013 will sharpen my Laserfiche skills so that we can maximize the power of our Laserfiche system and help our entire staff work smarter.

I've reviewed the conference agenda and have noted (on the attached worksheet) several opportunities to strengthen my background in \_\_\_\_\_, which will enable our organization to \_\_\_\_\_.

Empower 2013 will also provide an abundance of networking opportunities, allowing me to brainstorm with peers from around the world and pick up best-practice ideas to use here at **ORGANIZATION NAME**. Laserfiche success stories from organizations such as \_\_\_\_\_ are particularly relevant to our organization.

With registration and other costs, I've estimated expenses at \$\_\_\_\_\_. This small investment will allow me to share my new knowledge and skills with my team and co-workers across the organization, helping us to maximize our existing investment in Laserfiche software.

Thank you for your consideration of my request. For more information on Empower 2013, please visit [Laserfiche.com/conference](http://Laserfiche.com/conference). I look forward to your decision.

Sincerely,

**NAME**  
**TITLE**