



**SAFE SOFTWARE™**

Suite 1200 - 9639 137A Street, Surrey, BC Canada V3T 0M1

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## Justification Letter – FME International User Conference 2022

To:

From:

Subject: **FME International User Conference 2022**

I'm writing to ask for your approval to attend Safe Software's FME International User Conference in Vancouver, Canada from August 24 - 26, 2022.

Attended by hundreds of the world's top data experts, this conference provides three days of presentations from users and Safe Software staff, training workshops, as well as opportunities for me to get specific technical questions answered by Safe Software's support team. It is the largest FME event in the world, so I'll be able to network, learn best practices and get inspiration from organizations in a wide variety of global industries.

As the world of data continues to expand, it's critical for us to stay on top of changes with data transformation technology, to find and implement new ideas to become even more efficient with our resources and to maximize the value of our data.

In particular, I'd focus on finding solutions to help benefit these projects:

1. [add project or initiative]
2. [add project or initiative]
3. [add project or initiative]

### *Add Pre-conference Training to your letter:*

Pre-conference training is offered the day before the conference. These hands-on courses, hosted by experts from Safe Software, provide in-depth training with FME. I would like to take the [course name] course on Tuesday, August 23, 2022 so I can learn and enhance my skills with data transformation and automation.

### **Here's an approximate breakdown of the costs:**

Registration Fee	\$ xxx	[check for current price]
Transportation (between airport and hotel)	\$	
Hotel (4 nights at \$xxx per night)	\$	
Airfare:	<u>\$ xxx</u>	
<b>Total:</b>	<b>\$ X,XXX</b>	



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I'm looking into ways to reduce expenses by researching airfare specials, hotel discounts, and more. ***Also, the sooner I can register, the less expensive it will be.***

After the conference, I will submit a report summarizing the trip with tips and best practices, and a list of recommended actions to maximize our investment in FME and improve the efficiency of our data workflows. I would be happy to share relevant information with other team members and departments.

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

Kind regards,