Hi [INSERT NAME]

I’m writing to ask for approval to attend the 2024 Government Contract Pricing Summit (GCP Summit) which is taking place in person on June 11-13 in San Diego, CA. This is a conference that attracts federal contract pricing and compliance professionals from government and industry, who attend contract pricing training sessions and hear from top Department of Defense and industry leadership on how our jobs fit into the bigger picture of national defense. It’s designed to create a community where buyers, sellers, auditors, and solutions providers come together to learn from one another.

This is a fantastic opportunity for me to gain invaluable knowledge and help us improve our day-to-day proposal operations. By attending the 2024 GCP Summit, I will have the opportunity to:

* Attend workshops on cost/price analysis, estimating, policy/compliance, negotiation, and professional development — all led by experts from government and industry.
* Hear from top government and industry leadership on trending topics within government contract pricing.
* Learn how contractors and federal agencies are using innovative solutions to speed up proposal pricing, negotiations, and time-to-contract.
* [Be sure to include this one if you are a ProPricer customer] Get firsthand ProPricer training in a classroom setting, and schedule 1-on-1 meetings with ProPricer’s experts.
* Meet one-on-one with peers, customers, and partners to understand how others overcome proposal and contract pricing challenges.
* Receive a certificate of attendance that can be used to claim continuing education credits (CEUs)

Below is an estimated cost breakdown to attend the 2024 GCP Summit:

|  |  |
| --- | --- |
| Expense | Estimated Cost |
| Airfare & Transportation | [$ Insert Cost] |
| Discounted Hotel Room | $259/night + 12.5% x 4 nights |
| Meals | Includes Welcome Reception, breakfast (3), lunch (3),breaks, and the final night banquet |
| Registration:  | Ranges from $995 to $1,395 depending on registration type and Tier time period |
| Total Cost:  | [$ Insert Cost] |

For more information on the conference, please visit [www.gcpsummit.com](https://gcpsummit.com/).

I can schedule a post-conference meeting with you to provide a summary of all the major takeaways and tips I learned. I can also share relevant information with key personnel throughout the company.

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

Best,

[NAME]

[TITLE], [COMPANY]