Hi [INSERT NAME]

I’m writing to ask for approval to attend the 8th Annual Government Contract Pricing Summit (GCP Summit) which is taking place in person on June 20-22 in San Diego, CA. This is a conference where federal contract pricing and compliance professionals from government and industry meet, attend contract pricing training sessions, and hear from top DoD and industry leadership on how our jobs fit into the bigger picture of national defense. It’s designed to create one community of pricers where buyers, sellers, auditors, and solutions providers come together to learn from one another.

This is a great opportunity for me to gain invaluable knowledge and help us improve our day-to-day proposal operations. By attending the 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 how our work fits into the bigger picture of national defense, space exploration, and other important federal programs
* Learn how contractors and federal agencies are using new solutions to speed up proposal pricing, negotiations, and time-to-contract
* [Be sure to include this one if you’re a ProPricer customer] Get hands-on 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
* Get a certificate of attendance that can be used to claim continuing education credits

Below is an estimated cost breakdown to attend the 2023 GCP Summit:

|  |  |
| --- | --- |
| Expense | Estimated Cost |
| Airfare & Transportation | [$ Insert Cost] |
| Discounted Hotel Room | $249/night + 12.5% x 4 nights |
| Meals | Includes breakfast, lunch, breaks, one evening reception and one final night gala |
| Registration:  | $1,395 if registered by 3/31/23 |
| Total Cost:  | [$ 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]