Hi [Manager’s Name],

I’d like to request your approval to attend [nSight 2024](http://www.ncino.com/nsight), nCino’s annual user conference, taking place May 14 – 16 in Charlotte, N.C. nSight is an invaluable opportunity for me to connect with over 1,700 industry professionals, learn best practices for utilizing nCino’s Cloud Banking Platform and explore the latest industry trends and innovations to ensure our institution stays ahead of the curve

Over the three-day conference, I will expand my knowledge and bring back actionable takeaways applicable to our Financial Institution through opportunities such as:

* A **packed agenda** filled with a variety of session types providing insights into modern banking strategies, best practices and real-life examples of how other nCino customers have leveraged the Cloud Banking Platform to drive tangible results and innovation at their institutions.
* An **enhanced Community Lounge** providing ample opportunities to have one-on-one conversations with nCino subject matter experts, as well as hands-on demos where I will explore the latest features and functionality.
* **Unique networking experiences** where I will create long-lasting relationships with other nCino users and strategic partners, expanding my community for collaboration, potential partnerships and more.
* [Remove if not attending pre-conference training] **Hands-on training** through University at nSight, where I will take in-depth training courses to learn new skills to help me configure and maximize our use of the nCino Cloud Banking Platform.

[Optional – Insert your initiatives or projects below]

Additionally, I believe attending nSight 2024 will help us advance these specific initiatives:

* [Add project or initiative]
* [Add project or initiative]

I estimate my attendance will cost [$ Insert total here], which I’ve outlined below.

* Registration: $799 through January 31, 2024, then $899.
* University @ nSight Pre-Conference Training [Remove if not applicable]: $1,500 for Configuration track, $1,000 for Portfolio Analytics track
* Airfare: $XX [Check for current rates to/from your location to [CLT](https://www.cltairport.com/)]
* Transportation (between airport and hotel): ~$50
* Hotel [Check website for current rates – discounted hotel accommodations will be available ranging from $169 - $298 + taxes and fees]: $XX

If given the chance to attend, I’ll be sure to share more information along the way about the sessions I plan on attending and the value they will bring to our institution. After the event, I’ll share a post-conference report summarizing major takeaways, best practices we can utilize at our institution and a set of recommendations to maximize our current investments in nCino.

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

Regards,

[Your Name]