Dear [Name],

I am writing to request your approval to attend **Bridge 25** in Nashville, Tennessee, July 27-30.

Bridge is the annual Softdocs user conference designed for districts like us to get more from our Softdocs investment. The Bridge conference agenda is learning-first. I anticipate it will help us to clearly see developing educational technology trends while trading insights with other schools using the Softdocs platform. Considering the importance of Softdocs to our day-to-day operations, these ideas and best practices will deliver ROI for the whole team.

I know we want to make the most of our budget, which is why I am outlining how my attendance is a worthy investment in keeping our district goals on track.

Reasons my participation is crucial:

- **Access to Discovery Hall and Softdocs Client Success Team:** Bridge provides two and a half days of full access to the Discovery Hall, where Softdocs customer success and product experts are available to provide personalized, one-on-one guidance and support from the Client Success Team. This engagement has the potential to save costs in future services engagements.
- **Workshops and Sessions Focused on our Goals**: I will gain access to the product roadmap and access product deep dives to best understand how new and forthcoming tools will support our team's work.
- **Engagement with Industry Leaders**: Bridge offers access to education leaders and K-12 experts who also use Softdocs, allowing us to work with other schools and districts with similar challenges. This networking and trading of experiences helps all of us better serve our students.

Cost Breakdown for Attendance:

- Airfare: $
- Transportation: $
- Hotel: $
- Meals: $
- Conference fee: $

Total Estimated Cost: $

Softdocs also offers alternative payment schedules if we need more flexibility with budget. We can discuss that with their customer success team if needed. After the conference, I would be happy to meet with you and our team to discuss everything we learned: takeaways, tips, and actions to maximize our tech investments. It will be relevant for all of us. Thank you for considering this request.

Best Regards,

[Name]