Hello Mr. /Mrs. **XXXX**,

I am writing to ask for approval to attend the banking conference of the year, the 15th Annual BAM User Group Conference (BUG), held on April 8-10, 2019 in Austin, Texas. BUG is two and a half intense days of learning, which will focus on industry hot topics, feature hands-on-product training, and discuss best practices for BAM and BAM+. It is the one conference each year that brings together the Abrigo staff and their customers from across the nation, allowing us to share insights on the BSA/AML and fraud software that we all use. At a total cost of about $**XXX**, it is the most cost-effective way to assist in minimizing our institution’s risk, protecting ourselves from penalties and fraudulent activity, and meeting our annual training requirements, while maximizing our benefit from our Abrigo products.

In particular, I would like to focus on finding solutions or best practices that could improve my overall job performance:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

By attending BUG, I will have the opportunity to learn from and interact with BSA/AML and Fraud industry leaders. I will gain a better understanding of the latest financial schemes, the types of SARs that are helpful to law enforcement, and the latest feature enhancements in BAM+. Additionally, I will have face time with our Abrigo representatives, allowing me to ask any questions about the BAM+ software that our organization currently has, as well as gaining further insight on how to use BAM+ in the most effective way.

**Please see below for an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare: | $ XXX |
| Transportation: (round trip taxi from airport to hotel) | $ 70 *estimated* |
| Hotel: (3 nights at $259 + tax) | $ 842 |
| Meals: (3 days at $50 for 4/24 and 4/26 dinner, lunch 4/27) | $ 150 *estimated* |
| Registration Fee\*: | $ 1100 |
| Total: | **$ XXX** |

*\*Registration fee includes all materials, breakfast and lunch each day, dinner one night, access to session recordings and PowerPoint slides after the conference, and certificates for ACAMS, ABA and CFCS credits. Please note that the registration will increase to $900 on November 30th.*

I would like to schedule a post conference meeting with you to provide you with a summary of all the major takeaways and tips I learned to increase our effectiveness and efficiency with our current Abrigo products. I am planning to share relevant information with key personnel throughout the company.

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

Sincerely,

***Your Name***