[Subject line]

Training Opportunity: ManageEngine Seminar 2016, Melbourne

Hi {$Recipient Name},

I am writing to request your approval to attend the ManageEngine IT management seminar on

Thursday, August 4th at Pullman Melbourne on the Park. This seminar will provide me, and

therefore the company, with invaluable product knowledge to improve our IT from the inside,

out.

As an attendee, I'll get to:

* Hear industry experts talk about the latest trends and best practices in IT service management, IT operations management, Active Directory management, and IT security.
* Take part in interactive demos and learn new product implementation methods.
* Learn how we can streamline our IT and make informed decisions about IT management with an integrated IT management approach.

This is a completely free seminar. I feel attending this event would help me discover more

efficient ways to use our IT management resources and save costs in the long run. In addition, I'll learn new and improved ways to manage our IT, straight from the experts. After the seminar, I

can share what I learn with others, multiplying the return for our company.

Therefore, I would like to request your approval to attend this seminar.

Please visit the [seminar page](https://www.manageengine.com/events/2016/seminar/melbourne.html) for more details. Let me know if you have any questions or

would like to discuss further.

Thank you.

Cheers,

{$Your Name}