

# Email template

*Below is a customizable template that helps you draft the perfect email to your manager outlining reasons why you should attend Fiix Forward and how it'll benefit your company.*

*To use the template, simply copy, paste and edit in the body of your email. Don't forget to also attach the event overview brochure.*

Hello **[Insert Name]**,

I wanted to connect with you about attending this year's Fiix Forward user conference, as part of my professional development in Memphis, Tennessee, from October 7-10<sup>th</sup>, 2024.

This year's conference is all about learning to use your maintenance data as a north star for navigating daily operational challenges and enhancing decision-making. That means I will get to participate in hands-on training with Fiix experts, roundtable discussions that will all strengthen my understanding of how to use our CMMS more effectively.

I want to make sure I am maximizing our investment in attending; based on this year's [agenda](#) and our current department's objectives, I have identified the projects/goals/skills that will benefit from my attendance at Fiix Forward 2024.

- **[Insert project/goal/skill]**
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We will have access to all the session slides after the event, and I plan to get the team together when I'm back to share what I learned and what we can do differently to improve.

I've calculated the costs of the conference (including airfare, hotel, conference pass, and meals) and the total cost will be **[insert price]**.

There are limited passes available, so I want to act fast to make sure I get a spot before they're sold out. I've attached a conference brochure with more information.

Let me know if you have any questions and we can set up some time to talk.

Sincerely,

**[Insert signature]**