

# Email template



**Fiix 2025**  
**Forward**  
| real results

*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. It will be held in Phoenix, Arizona from Sept 29<sup>th</sup> – Oct 2<sup>nd</sup>, 2025.

This year's Fiix Forward is all about turning our maintenance vision into real results. I will get to participate in hands-on training with Fiix experts, roundtable discussions, and activities that will all strengthen my understanding of how we can use our CMMS to drive KPIs more effectively. I'll also get a chance to network and learn from other maintenance professionals using Fiix.

I want to make sure I am maximizing our investment by 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 2025:

- **[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 (the past two years have sold out, a testament to the quality of the event). I've attached a conference brochure for you with more information.

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

Sincerely,

**[Insert signature]**

