

## 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'd like to request approval to attend **Fiix Forward: Better Together 2026**, taking place in **St. Louis, USA from October 5–8, 2026**, as part of my professional development and our team's continuous improvement efforts.

This annual conference for maintenance professionals focuses on hands-on CMMS training aimed at helping teams overcome their biggest maintenance challenges, with an emphasis on how Fiix® and Rockwell Automation solutions can work better together to improve reliability, visibility, and operational performance.

By attending, I'll receive:

- **Hands-on training with Fiix experts** to expand our CMMS usage capabilities and ensure we're maximizing our investment
- **Practical frameworks to improve critical KPIs** like uptime, asset reliability, and maintenance efficiency
- **Real-world insights from peer organizations** solving similar maintenance and operational challenges
- Exposure to integrated solutions across Fiix and Rockwell Automation that can help us **streamline workflows and drive smarter decision-making**

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.

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

There are limited passes available, so I want to register promptly to secure my spot before they're sold out. Fiix Forward has sold out for the past 3 years, which is 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]**