Dear <Insert Your Manager’s Name Here>,

The C-SMART User Group Meeting is scheduled for March 8 and 9 in The Woodlands, Texas. This is a valuable opportunity for me and our organization to stay up to date with the latest best practices, learn from subject matter experts, and get the most out of our C-SMART Analytics partnership.

I am requesting your approval to attend the C-SMART User Group Meeting, including travel to The Woodlands as well as lodging and meals for the full 2 days of the event.

My goal for attending the C-SMART User Group Meeting is to bring valuable knowledge and best practices from the event back to our organization where I will review with our team and assist in implementing what I’ve learned.

Benefits of attending the C-SMART User Group Meeting include:

* Case studies from our peers and other C-SMART users across the gas value chain
* Deep dive workflows on maximizing business impact with C-SMART
* Report of annual results from 2022
* The latest innovations and features that improve our C-SMART experience

As you may know, C-SMART continues to see rapid adoption with the inaugural User Group Meeting expected to be well attended.

Please let me know if this request is approved at your earliest convenience in order to secure my spot at the C-SMART User Group Meeting.

Thank you for considering this request and I look forward to your response.

<Your Name and Signature>