To:

Subject: Exxat’s Quickstart Workshop

I am requesting funding for Cohere X, a 1-day workshop hosted by Exxat. This workshop offers a comprehensive overview of the STEPS platform that we use to manage clinical education. This robust platform offers many tools to create efficiencies and optimize outcomes. The workshop is intended to help users take maximum advantage of STEPS and thus get maximum benefit from their investment.

The fee for this conference is $99. It includes:

* A full day workshops focusing on STEPS
* Optional 1 on 1 meeting with the Exxat Team
* Conference PPTs and other materials
* Breakfast, lunch, beverages, and snacks throughout the conference

Additional expenses would include:

I would be happy to write a post-workshop report detailing what I learned and what changes we can implement in our department.

Thank you for considering this request. Please let me know if there are any questions I can answer about this workshop.

Sincerely,