

To:

From:

Re: Request to Attend the Annual Cage Operations Conference and Expo 2016

I'm writing to ask for approval to attend the Annual Cage Operations Conference and Expo on July 13th - July 14th, 2016 at Pala Casino Resort & Spa located in Pala, CA. This event features two full days of information that will allow me to gain a complete understanding of Cage Operations and return with creative solutions to some of our biggest issues in the Cage, Cash and Credit Services area. It is the only conference that brings together Cage and Credit professionals in the Casino community and the attendees will have direct access to field experts.

This is the most affordable conference today, with a \$349.00 registration fee that includes:

- Access to the conference and Cage-specific vendors
- Complimentary Breakfast and Lunch daily
- Interactive discussions and sessions on Cage Operations
- New Cage automation that will improve efficiency
- Seminar materials

My goal is to return from the Cage Operations Conference and Expo with a list of initiatives that I can share and begin to immediately implement at our Casino. In particular, I'd like to focus on the following at the conference:

- Operational efficiencies
- Automation that saves money
- Improving HR relations in the Cage Operations
- Enhancing our Customer Service program

Here's an approximate breakdown of costs:

Airfare:	\$
Hotel (2 nights, does not include taxes & fees)	\$ 218
Breakfast for 2 days	Included
Lunch for 2 days	Included
Registration Fee:	\$ 349*
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Total:	\$

To reserve your room, call the hotel reservations department at **(877) 725-2766** and reserve under **Casino Essentials**.

I know this event will deliver incredible value by allowing me to explore options for increasing efficiencies while saving our business time and expense.

Thank you for considering my request. I respectfully look forward to your reply.

Regards,