Dear [Executive's Name],

As your Executive Assistant, I continually look for ways to optimize workflows and improve productivity to support your needs and broader company operations.

As you know, the number of in-person meetings, offsites, and QBRs that I’ve been tasked with organizing has increased. Planning these meetings requires a significant amount of my time for conducting research, booking travel logistics, managing budget and expenses, and coordinating with attendees.

To ensure these meetings’ success without impacting my work in other areas, I've been exploring tools and software solutions tailored to the needs of Executive Assistants like myself. After thorough research and evaluation, I have identified planning software called TROOP ONE (<https://trooptravel.com/>), which I believe could greatly enhance my efficiency and effectiveness.

TROOP ONE is specifically designed to simplify planning and travel logistics for in-person meetings. Here are some key benefits that I believe would significantly benefit the in-person meeting workflows that support these objectives:

* Centralized Planning: TROOP provides a centralized platform that is built for managing multiple in-person meetings at once, regardless of the meeting planning stage. All meeting details, including travel arrangements, accommodations, and itineraries, can be managed and accessed by stakeholders, ensuring seamless coordination and workflows.
* Cost Reduction: By leveraging TROOP's advanced algorithms and analytics, we can make cost-effective decisions about travel and accommodations, ultimately optimizing our budget allocation for these meetings.
* Improved Efficiency: TROOP's technology is intelligently designed to find and compare destination options, generate meeting budget estimates based on those destinations, and reduce the need to search multiple sites for making these critical in-person meeting decisions.

The cost to use TROOP ONE is less than $100/month. I understand that implementing new software involves investment and consideration. However, I firmly believe that the benefits TROOP ONE offers outweigh the associated costs, even when only considering the time saved researching meeting locations and building budget estimates.

Here are current projects that I believe will benefit immensely from the use of TROOP ONE:

* [IN-PERSON MEETING NAME]
* [IN-PERSON MEETING NAME]
* [IN-PERSON MEETING NAME]

In conclusion, I would appreciate your support of my request to procure TROOP for our team.

Warm regards,

[Your Name]