Subject: Can we try this tool for meeting planning?

Dear [Boss's Name],

I’d like to propose the adoption of a new tool that will significantly improve how we plan and manage our in-person meetings and ultimately save the company both time and potentially money: [TROOP Planner](https://trooptravel.com/platform/planner).

As you know, I spend a lot of time coordinating locations, flights, schedules, costs, and meeting logistics—often across multiple tabs, tools, and email threads. For example, I am juggling these details for [mention specific project/meeting]. TROOP is designed for people like me who manage meetings on top of everything else.

**Here’s how TROOP Planner can help:**

* **Choosing the right location:** compare location options side by side based on attendee origins, cost, travel time, and more—without spending hours researching.
* **Staying on budget:** estimate total meeting costs in advance and avoid last-minute surprises.
* **Coordinating attendees:** send and manage RSVPs, travel preferences, and special requests in one place.
* **Keeping things organized:** store key details like itineraries, policies, and logistics in an organized hub.

**The cost:** TROOP Planner is $XX/month (with an annual contract). There’s no implementation downtime either—it’s a web-based tool I can start using right away. Given how much time I spend on back-and-forth communications and comparing locations, the return on investment is almost immediate.

I think it’s a worthwhile investment that’ll improve how we plan and manage meetings moving forward.

Thank you for considering this.

Kindly,

[Your Name]