*E-Mail Copy Template*

*Copy and paste the text below into your email to your boss,   
and customize it to suit your needs and situation.*

Subject: **SAP Ariba Live Conference: Request for Approval**

I’m requesting your approval to attend the [SAP Ariba Live conference](https://events.sap.com/aribalive-2019-barcelona/en/home), happening 4–6 June in Barcelona.

As you well know, digital transformation is affecting every area of our business and it is more critical than ever that we adapt to stay relevant. To become a truly intelligent enterprise, we need to build a collaborative supply chain and manage our spend with data-driven intelligence, end-to-end. I’ve concluded that SAP Ariba Live is the best conference to help me do just that.

During this three-day event, I would:

* **Network** with my peers, SAP leadership, and industry experts
* Choose from more than **100 interactive breakout sessions** to learn how we can better control costs, manage spend, and minimize risk in our supply chain
* Be inspired by engaging and dynamic **keynote speakers**
* **Hear from SAP Ariba leaders** on the company’s vision, roadmap, and strategy
* Meet with experts and gain in-depth, personalized insights into **SAP** **Ariba’s solutions and services**

As it pertains to my current and upcoming projects, I intend to apply the knowledge I gain in these specific ways:

* [Enter personal initiatives here]
* [Enter personal initiatives here]
* [Enter personal initiatives here]

Our estimated investment in my participation would be:

* Hotel (3 nights at €xxx + tax) – (depending on the hotel around, 600€) €XX
* Airfare €XX
* Transportation €XX
* Registration fee (valid until 3 June) €849

**€xxx**

To share everything I learn with leadership and our team, I will assemble a post-conference report that includes an executive summary, key lessons, and recommendations to maximize our current and future investments with SAP Ariba.

As the pre-conference registration rate expires 3 June, I hope to hear back from you soon.