

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: Requesting Approval to Attend SuccessConnect

I'm writing to request your approval to attend the annual [SuccessConnect](#) event, being held by SAP SuccessFactors this June 15-17 in Barcelona. The event offers an additional day of pre-conference training, dozens of breakout sessions, and many high-level networking opportunities.

As you may know, SuccessConnect is regarded as one of the top HR events of the year and includes industry thought leaders, current and prospective customers, technology partners, and solutions experts, all of whom will come together to share experiences, best practices, and innovations.

Sending me to this conference will be a great investment. It will help me help our company get more from our SAP SuccessFactors solutions right now and better plan for future initiatives. I'm especially interested in looking into solutions that will help us address the following:

- [Enter personal initiatives here]
- [Enter personal initiatives here]
- [Enter personal initiatives here]

SuccessConnect features several sponsored booths, along with access to many SAP SuccessFactors experts who will host collaboration and best-practice sharing sessions for SAP SuccessFactors solutions. It will be a fantastic opportunity to meet other HR professionals and find out how they're using SAP SuccessFactors to help drive a digital HR strategy, transform talent, recruitment, learning programs, and improve HR process efficiency.

Here's a rough breakdown of what this investment will cost:

- | | |
|---|-------------|
| • Airfare: (average) | €350 |
| • Hotel: (three nights at average €170) <i>plus applicable taxes & fees</i> | €510 |
| • Registration: Fee | €1199 + VAT |
| • Total: | €2,059 |

I'm expecting that this event will deliver incredible value, which I can also leverage by sharing what I learn with our team. In fact, I could even submit a post-conference report that includes an overall leadership summary, key lessons, and recommendations for maximizing our current and future SAP SuccessFactors investments.

If I register before March 27, **<our company>** will save €200 on the full conference pass of €1199 + VAT. This conference will deliver incredible value, and value that I can bring back and share with our team!

Thank you for your consideration!

Best regards,

SAP SE

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