***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](http://sapsuccessconnect.com/en_us/las-vegas-2018.html) event, being held by SAP SuccessFactors this September 11–13 in Las Vegas. The event offers 2 days of training, more than 100 breakout sessions, and plenty of high-level networking opportunities.

As you may know, SuccessConnect is regarded as one of the top HR events of the year, including 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. There will also be breakout sessions, including thought leaders from companies such as Columbia Sportswear, Intuit, Marriott International, and Scotiabank, to name just a few.

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 an exhibit hall with more than 40 sponsored booths, along with an exhibit area where consultants will present SAP SuccessFactors products and services demos. It’ll 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) $500
* Hotel: (three nights at average $184) *plus tax/resort fees* $552
* Registration: Fee *if registered by July 13* $1,295
* Total: $2,347

If I register by July 13, we’ll save $400 on the full conference pass ($1,695). 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.

Thank you for your consideration!

Best regards,