

### ***E-Mail Copy Template***

*Please copy and paste the text below into your e-mail to your boss and customize it to suit your needs and situation.*

**Subject: Requesting Approval to Attend SuccessConnect 2022**

I'm writing to request your approval to attend the annual [SuccessConnect](#) event held by SAP SuccessFactors this September 13–14 in Las Vegas. The event offers one additional day of training, more than 100 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. It includes industry thought leaders, current and prospective customers, technology partners, and solutions experts – all of whom will share their experiences, best practices, and innovations.

Sending me to this conference will be an excellent 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:

SuccessConnect features a solution showcase with more than 30 sponsored booths. SAP SuccessFactors solutions experts are also hosting interactive solution adoption roundtables to enable collaboration and best-practice sharing.

It'll be a fantastic opportunity to meet other HR professionals and learn how they're using SAP SuccessFactors solutions to help drive a digital HR strategy, improve HR process efficiency, and transform talent, recruitment, and learning programs.

Here's a rough breakdown of what this investment will cost (in US dollars):

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|--|----------------|
| • Airfare: (average)   | \$700          |
| • Hotel: (three nights at average \$199 each night) plus taxes and resort fees | \$597          |
| • Registration: Fee  | <u>\$1,799</u> |
| • Total:   | \$3,096        |

If I register before Sep 11, will save \$100 off the full conference pass of \$1,799.

This conference will deliver incredible value that I can bring back and share with our team! I can submit a post-conference report that includes an overall summary for the leadership team, lessons learned and key takeaways, and recommendations to maximize our current and future investments in SAP SuccessFactors solutions.

Thank you for your consideration!

Best regards,