Dear Name:

I am requesting approval to attend CONNECT 2022, E2open’s client conference, March 14 — 17, 2022 in Orlando, FL. After reviewing the agenda, I believe this event would benefit our company as it aligns directly with XYZ initiative. [Insert initiative]. It’s the biggest event of the year for the supply chain and logistics community as forward-looking companies take on the supply chain resiliency challenge. This is a great opportunity to network with other E2open clients and find out what they’ve done to take command over their supply chain complexity.

It’s a great value for the level of educational sessions and opportunity to discuss best practices with industry experts. During this three-day event I’ll have access to:

* Dozens of educational sessions led by other E2open clients, employees, partners, and industry experts
* 3+ hours of keynote presentations covering topics including leadership and competition; industry trends in supply chain, global trade, and transportation; and E2open’s strategic product technology plans
* Real-world examples of E2open’s solutions in use, designed to help our company get the most from our investment
* More than 15 hours of opportunity to network with peers from other companies and share best practices

I am seeking approval for the registration fee and travel expenditures.

Here is a complete breakdown of the conference costs:

Airfare: $XXX

Transportation: $XXX (to and from the airport. All other transportation provided)

Hotel: X nights at $299/night+ (special conference rate)

Meals: $XXX (all meals during the conference included in conference fee)

Conference Fee: $899 Early Bird Rate, normally $1199 - covers all meals, snacks, breakout sessions, keynote speakers, along with evening networking events

**TOTAL: $XXX**

Other staff members in our organization will also be able to benefit, as I will meet with the team when I return to relay recommendations and action items based on what I learned. I am confident that the reasonable investment in this event will bring value to our organization and enhance my professional development. With new ways to optimize our processes and cut out inefficiency, we’ll have a significant return on our investment.

Find more event information here: [connect.e2open.com](http://connect.e2open.com/)

Thank you for your consideration.

Your standard close