To: *[Manager]*

From: *[Your Name]*

Re: Attending Engage 2020

Dear *[Manager]*,

I am requesting your approval to attend Engage 2020, that will take place 3 – 4 March in Arnhem, Netherlands, with free workshops on March 2nd.

Engage offers incredible opportunities for education, training, and insights into current and future trends related to all HCL Digital Solutions. I believe what I learn at Engage will bring significant value to our team.

I will use the opportunity to network with my peers and make new connections, get direct experience and training with workshops, and discover new product breakthroughs. HCL executives, HCL Masters and other experts will also be there to meet with attendees, lead workshops, and give keynotes.

I’m most excited to meet people whose organizations face challenges similar to ours; it’s an invaluable opportunity to gain practical insights and hear success stories that are directly applicable to our business. When I get back from Engage, I will share key takeaways with our team.

*[Optional – insert your projects below]*

I believe attending Engage will help me move these projects forward:

 *- [add project or initiative]*

 *- [add project or initiative]*

 *- [add project or initiative]*

I estimate that my attendance at this event will cost *[insert total here]*, which I’ve outlined below.

* Airfare: *[insert current rates to/from your destination]*
* Transportation (between airport and hotel): < €50
* Hotel (discounted rates offered by Engage) (3 nights):
	+ - * 3 Star Hotels - €90 - €120/night
			* 4 Star Hotels - €140 - €160/night
* Meals (3 days at €75): €225 (many meals are included with the registration fee)
* Registration Fee): €99
* Total: €[x,xxx]

Thank you for considering this request. I look forward to your reply.

Regards,