Dear <Insert your Supervisor’s Name>,

I would like approval to attend **HR Tech 2023** in Las Vegas, Oct. 10 - 13. For more than 25 years, **HR Tech** has been the world’s leading independent event on HR and technology. It’s the one event where I can receive educational sessions delivered by industry thought leaders and seasoned practitioners on the entire HR tech landscape, including guidance to help make better informed decisions regarding our current as well as yet to be purchased technology.

Here is what one of last year’s attendees had to say about **HR Tech**:

*“There's no better conference that combines industry leader insight and the entirety of the HR tech vendor landscape.”*

— **Rich Cordrey, Head of Learning Technology, S&P Global**

You can see more reviews from last year’s attendees at [www.hrtechnologyconference.com/reviews](http://www.hrtechnologyconference.com/reviews).

Additionally, I will be able to save months of research time as I’ll be able to personally test, compare and evaluate a range of technologies that are important to our business in the world’s largest expo of its kind.

Upon approval, I plan to attend sessions focused on <XXX> which directly relate to the current challenges our organization is facing. I am seeking approval for the registration and travel expenditures.

If I register now, I’ll receive a discounted registration rate. Here is a complete breakdown of the costs:

Conference Pass: $<XXX>

Airfare: $<XXX>

Other Transportation: $<XXX>

Hotel: $<XXX>/night @ <XXX> nights

Meals: $<XXX> (my pass includes 3 breakfasts, 2 lunches as well as refreshments throughout each day)

Total Cost: $<XXX>

Complete information on **HR Tech 2023** is available at [**www.HRTechConference.com/inperson**](http://www.HRTechConference.com/inperson). Please consider my request as **HR Tech 2023** is a wise investment for our organization.

Sincerely,

<Insert your name>