Dear [Supervisor],

<If you are an existing AppZen customer>

I'm writing to seek your approval to attend the **AppZen On Tour** event on Thursday, 11th December in Bengaluru. This **full-day customer and community event** offers exceptional first-hand learning, expert and customer insights, and collaborative networking opportunities to help us maximize our investment in AppZen's AI-powered autonomous finance solutions. I'll gain valuable knowledge directly from product specialists and fellow users while having the chance to address our specific challenges and provide feedback on future developments. The connections and best practices I'll bring back will benefit our entire finance team as we work to further streamline our operations.

<If you are not currently an AppZen customer, replace the above paragraph with>

[I'm requesting your approval to attend the **AppZen On Tour** event on 11th December in Bengaluru. This **full-day community event** presents a valuable opportunity to discover how AI can transform our finance operations. While we don't currently use AppZen, the event offers rich insights into AI applications in finance that could significantly benefit our organisation. I'll learn from experienced finance professionals facing similar challenges, discover proven best practices, and develop industry connections that could prove invaluable as we work to modernise our financial processes.]

Staying at the forefront of finance technology innovation is crucial for [company name], and AppZen On Tour showcases the latest developments in intelligent AI for autonomous finance. I’ll be able to bring back actionable insights and next steps we can implement that will help us increase cost savings, improve efficiency, and scale operations, including [or insert your learning focus/challenges here]

I recognise there may be costs incurred, such as <travel/transportation/parking, hotel, meals, etc.>. Here are my estimates:

<Adjust or add any costs below as needed>

| Transportation/Travel/Parking | X |
| --- | --- |
| Hotel | X |
| Meals  | X |
| Event Registration | X |
| **Approximate total cost:** | **X** |

I firmly believe that my attendance at this event will be a strategic investment in the future of [company name]. I hope to hear from you soon so I can confirm my registration, as seats are limited.

Thank you,

[Name]