

To:

From:

Re: **Request to attend conference - AppZen on Tour Chicago 2023**

Dear [Supervisor],

I'm writing to seek your approval to attend the [AppZen On Tour](#) event, scheduled for Oct. 4, in Chicago. This **full-day community event** is an excellent opportunity to access additional AppZen training, best practices and offers a number of educational opportunities to help us expand the application of AI in our finance functions. This will help us optimize our current product usage and get even more out of our investment in AppZen. I'll be learning directly from AppZen experts and other users, and collectively problem-solving common business challenges. I'll also have opportunities to provide direct product feedback. By attending, I can bring back valuable ideas, industry best practices, and contacts that I gain with our entire team.

<If you are not currently an existing AppZen customer, you may replace the above paragraph with:

"I'm excited to ask for your approval to attend the [AppZen On Tour](#) event, scheduled for Oct. 4, in Chicago. This **full-day** community event is a chance to learn how our team can harness AI's potential to transform our finance operations. Even though we're not currently using AppZen, the wealth of insights and thought leadership surrounding AI's application in finance that will be shared at this event would be incredibly valuable for our organization. I'll also have the opportunity to learn from the collective wisdom of other finance professionals navigating similar business challenges, absorb industry best practices, and establish a valuable network of contacts for the benefit of our entire team.">

Keeping [company name] at the forefront of the rapidly evolving landscape of finance technology is a priority for our team, and AppZen On Tour includes demonstrations of how AppZen is incorporating the latest in intelligent AI into its finance solutions. I've identified several sessions that will help me learn how to use these technologies to continue to boost cost savings, increase efficiency, and scale our operations without expanding our staff base:

- [insert your learning focus here]

I recognize 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]