Dear [supervisor’s name],

I am writing to request approval to attend the **#**ShiftHappens conference in Washington, DC on June 25 and 26, 2020. #ShiftHappens is the leading Digital Transformation conference, bringing together industry heavy hitters, change agents and innovators as they share actionable strategies around how to maximize our Microsoft 365 investments. #ShiftHappens features 2 full days packed with content around modern workplace strategies that have worked for the biggest and most regulated companies.

By attending #ShiftHappens, it will allow me to:

* Learn about the latest and greatest in the Modern Workplace from Microsoft
* Network with leading practitioners to learn how they’ve successfully embraced digital transformation at their companies
* Learn best practices for overcoming potential roadblocks and implementing a sustainable modern workplace

Here’s is an approximate breakdown of costs associated with attending #ShiftHappens 2020:

Hotel: $250

Registration: Early Bird Pricing Expires February 1, 2020 ($295) Regular Pricing ($495)

Flight: $300

With a focus on Tech Intensity, #ShiftHappens have a history of showcasing customer stories, and offering real applications by industry peers. I believe that my attendance at #ShiftHappens will allow us to maximize our existing investments. By attending #ShiftHappens, I’ll develop actionable business strategies and solutions to help our company take the next steps on our Digital Transformation journey.

Thank you for considering this request,

[Your Name]