**Workday Rising—Request to Attend**

Hi, [Name],

I’m requesting your approval to attend [Workday Rising](http://workdayrising.com/us), taking place September 26–29, 2023, at the Moscone Center in San Francisco, California. I’m excited about the opportunity to experience the future of work and learn what it takes to succeed.

This is a great opportunity for me to see the latest innovations from Workday and discover new ways to create value at our organization. I will also get to connect and collaborate with the customer community, meet one-on-one with industry and product experts, and boost my professional development.

Specifically, I’d like to focus on exploring solutions or best practices that could benefit the following projects at our organization:

* [add project or initiative]

Here’s a breakdown of my approximate conference costs based on flying into San Francisco, including a special discount of **$300 off the regular conference pass for Early Bird registration**:

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| --- | --- | --- |
| **Item** | **Early Bird**  **(June 20–August 1)** | **Regular**  **(August 2–September 26)** |
| Average U.S. Airfare | $550 | $550 |
| Transportation (round-trip taxi from airport to hotel) | $100 | $100 |
| Hotel (three nights at $350) | $1225 | $1225 |
| Meals/Expenses (lunch daily and two dinner events provided) for three days at $75 | $150 | $150 |
| Registration Fee | $1,895 | $2,195 |
| **TOTAL** | **$3,920** | **$4,220** |

I’m confident that Workday Rising will benefit our organization, our team, and me. After the conference, I’ll summarize what I learned and share it with our teams.

Thanks in advance for considering this request.