Dear <Insert your Supervisor’s Name>,

I would like approval to attend **HR Tech 2024** in Las Vegas, September 24 - 26. 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**:

*“***As a first timer, I was amazed by the quality of information presented at the sessions and amount of technology solutions that exist in the marketplace. I left HR Technology motivated to apply my learnings and build a more technology savvy culture at my organization.**

*.”*

— **Jacob Hoverman, HR Senior Analyst, Bath & Body Works**

You can see more reviews from prior 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 2024** is available at [**www.HRTechConference.com/inperson**](http://www.HRTechConference.com/inperson). Please consider my request as **HR Tech 2024** is a wise investment for our organization.

Sincerely,

<Insert your name>