**Workfront Leap 2020**

To:

From:

Re: Workfront Leap 2020

I’m writing to ask for approval to attend Workfront’s annual Leap Conference April 27th – 30th 2020 in Orlando, Florida. This conference will give me the opportunity to learn best practices from experts in work management, meet one-on-one with Workfront consultants, network with users from around the world, take education courses, and hear about new innovations. Leap 2020 will be the most cost-effective way to maximize our Workfront investment.

I’d like to attend to find solutions or best practices that would directly impact the following projects:

• [Project/Initiative 1]

• [Project/Initiative 2]

• [Project/Initiative 3]

**Here’s an approximate breakdown of the expected conference costs:**

|  |  |
| --- | --- |
| Airfare: | $ XX |
| Transportation: (round-trip Uber from airport to hotel) | $ 50 |
| Hotel: (3 nights at $229 + tax) | $ 687 |
| Non-Conference Meals: (2 days at $25) | $ 50 |
| Registration Fee: (early bird discount) | $ 1295 |
| Total: | **$ XXXX** |

I also noticed if two or more people join me at the conference, we each save $100 on registration.

Upon my return, I’ll submit a full post-conference report with major takeaways, tips, and recommendations on how we can further maximize our investment with Workfront. I will also make sure other colleagues benefit from my attendance by meeting with them and sharing relevant insight from the conference.

Thank you for considering this request. I look forward to your reply.

Regards,