**Subject Line:** Workfront’sLeap London 2020 Conference

**Page 1 - GBP**

I’m writing to ask for approval to attend Workfront’s Leap conference, which is taking place between 2nd-3rd June 2020 in London. The 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 across Europe, Middle East and Africa, take education courses, and hear about new innovations. Leap will be the most cost-effective way to maximise 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:**

|  |  |
| --- | --- |
| Workfront face-to-face Education | FREE |
| 55+ technical and thought leadership breakout sessions | FREE |
| 1:1 Consulting Session | FREE |
| 1:1 Product Management Session | FREE |
| 3 x Networking Events | FREE |
| 2 x General Conference sessions including Keynote speakers | FREE |
| Travel: | £ XX |
| Hotel: (1 night at £230pn + VAT inc. breakfast) | £ 230 |
| Registration Fee: | £ 495 |
| Total: | **£ XXX** |

I also noticed if two or more people join me at the conference, we each save approx. £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 maximise 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.

Kind regards,

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**Page 2 - Euro**

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

* [Project/Initiative 1]
* [Project/Initiative 2]
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**Here’s an approximate breakdown of the expected conference costs:**

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| Workfront face-to-face Education | FREE |
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| 1:1 Consulting Session | FREE |
| 1:1 Product Management Session | FREE |
| 3 x Networking Events | FREE |
| 2 x General Conference sessions including Keynote speakers | FREE |
| Airfare: | € XX |
| Hotel: (1 night at £230pn + VAT inc. breakfast) | £230 (€ 255\*) |
| Registration Fee: | £695 (€ 550\*) |
| Total: | **€ XXX** |

I also noticed if two or more people join me at the conference, we each save approx. £100 / €110\* on registration.

Upon my return, I’ll submit a full post-conference report with major takeaways, tips, and recommendations on how we can further maximise 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.

Kind regards,

*\* Euro prices based on GBP to Euro conversion rate as at 13th September 2019. The GBP(£) prices for the Leap London Conference are the fixed prices, and localised costings will be dependent on the relevant exchange rate at that the time of purchase.*