[Date]

Dear [Manager],

I would like to request approval to attend the [ASUG Best Practices: SAP for EAM](https://events.asug.com/sap-eam/home) virtual conference that is taking place March 30–31, 2022, with sessions available on demand for a month after the event. This conference will feature sessions on managing the entire life cycle of assets through digital technology.

Here’s what an attendee from last year had to say:

*“Sessions were very informative, and it was nice seeing how customers are solving real problems with SAP EAM/IAM solutions.”*

For the last 18 years, the EAM community has connected at this event to share industry knowledge and to network. This year, the ­­event offers a wealth of education and networking opportunities for virtual attendees—both during and after the conference—including 14 keynote and general sessions, virtual speed networking, and on-demand playback for up to 30 days.

Previous sessions helped companies like ours optimize and maximize their SAP investment. Some of the presentations I hope to attend include [list sessions], which will result in gathering information about [detail how you will apply what you learn]. I think this knowledge will be highly beneficial and could be immediately used with [project(s) you are working on].

I am seeking approval for the registration fee. The conference’s regular fee is $99 for ASUG members and $199 for non-ASUG members.

For a better understanding of the value of this educational event, here is a link to the conference agenda: <https://events.asug.com/sap-eam/agenda>.

The opportunity for me to focus on our current use of SAP and future improvements is a wise investment that will yield rich dividends for [name of your company].

Thank you in advance for your consideration.

Sincerely,

[Your name here]