**Enterprise Connect – Justification Letter Template**

*Use this letter as a template to request approval from your manager to attend Enterprise Connect. Please customize it according to your needs. We hope to see you in Orlando, FL!*

Subject Line: Request to Attend Enterprise Connect, March 17-20

Dear [Manager’s name],

I am writing to request approval to attend [Enterprise Connect](https://enterpriseconnect.com/), taking place March 17-20, 2025 in Orlando, FL. This conference is a leading event in the collaboration and CX industry, offering actionable insights, cutting-edge tools, and invaluable networking opportunities with top professionals and thought leaders.

Here’s how attending Enterprise Connect can directly benefit our team and organization:

**Gain Expertise:** Sessions are led by industry experts who will share proven strategies to solve common challenges and drive innovation.

**Discover Tools:** The event features the latest technologies and solutions to improve our workflows and enhance productivity.

**Actionable ROI:** I will bring back key insights, takeaways, and resources to implement within our team, ensuring a measurable impact on our projects.

Here is an approximate breakdown of costs:

Airfare: $

Ground Transportation: $

Hotel (4-nights): $295/night

Conference Pass: $

Total: $

I have reviewed the agenda and identified sessions that align with our goals, such as [specific session/topic]. These will directly support our initiatives in [specific area].

I am happy to prepare a post-event report summarizing key learnings and recommended actions for our team to maximize the return on this investment.

Thank you for considering this opportunity. I’m confident that attending Enterprise Connect will equip me with the tools and knowledge to contribute even more effectively to our team’s success.

Best regards,

[Your Name]