**Approval to Attend CONNECT 2019 Sample Letter - Customized fields are highlighted for illustrative purposes.**

From: YOUR NAME

To: YOU@example.com

Subject: Business case for attending the Corptax CONNECT 2019 conference

Date: Day, Month Date, 2019 Time

Hi <Manager’s Name>,

This year’s Corptax conference takes place November 11-14 in San Diego, and I’d love to go. Here is my business case for attending.

Attendees receive intensive, hands-on education covering all aspects of Corptax and corporate tax. My participation will deepen my expertise in both areas and help me maximize our investment.

The product training will ensure I use the software to the fullest extent possible. I’d also like to see:

* New automation and data management features
* International compliance enhancements like improved processing for calculations and a streamlined forms process that produces a complete return package in one PDF
* How tax reform regulations are implemented within the software to streamline TCJA changes
* The new interface for returns and reports in the compliance module

Plus, I’ll have the opportunity to meet personally with Corptax experts to get questions answered, and with fellow tax professionals for peer-to-peer learning.

I would be happy to share the training agenda I’m considering!

Here is the approximate cost, based on the **pre-pay discount,** which ends August 18, 2019. If we send more than one person, we receive a **$400 discount**, per person.

Airfare $<insert airfare>

Hotel (4 nights including taxes/fees) $1,322

Conference cost $1,995 (pre-paid by August 18, 2019)

Meals (most are included) $250

**Total: $<insert total cost>**

My goal is to provide our company with the best tax expertise I can. By implementing tangible improvements almost immediately and using them throughout the year, attending the conference brings a good return.

Thank you,

<Your Name>Top of Form