**Approval to Attend CONNECT 2021 Sample Letter - Customized fields are highlighted for illustrative purposes.**

From: YOUR NAME

To: YOU@example.com

Subject: Business case for attending the Corptax CONNECT 2021 conference

Date: Day, Month Date, 2021 Time

Hi <Manager’s Name>,

The Corptax conference takes place February 8-11, 2021 in Washington D.C., and I’d love to go.

Attendees receive intensive, hands-on education covering all aspects of Corptax and corporate tax. My participation will ensure I use the software to the fullest extent possible to ensure we maximize our investment.

Plus, I’ll have the opportunity to sit down with Corptax experts for personal instruction as well as fellow tax professionals for peer-to-peer learning.

Here is the approximate cost, based on the **pre-pay discount,** which ends March 21, 2020. If we send more than one person, we each receive a **$400 discount**.

Airfare $<insert airfare>

Hotel (Mon-Wed nights including taxes/fees) $792

Conference cost $1,895 (pre-paid by March 31, 2020)

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, attending the conference brings a good return.

Thank you,

<Your Name>Top of Form