**Request to Attend: Talent Success Conference 2019**

Hi [Your Manager’s Name],

I’m requesting approval to attend ClearCompany’s 2019 Talent Success Conference taking place September 10-11 in Boston, MA. This annual conference, led by HR practitioners and industry thought leaders, provides actionable trends and best practices for [Insert your title (plural)] to improve upon. You can learn more here:<https://www.talentsuccessconference.com/>

Attending this conference would help with the following departmental initiatives:

* [XXX]
* [XXX]

Additionally, there are quite a few benefits to attending the Talent Success Conference:

* [*For ClearCompany clients - remove bullet if not a client*] Product sessions will help us get the most out of our investment in the ClearCompany platform.
* I’ll receive SHRM and HRCI credits for every session I attend, allowing me to maintain my accreditations.
* Improve my HR and talent management knowledge to increase our team’s efficiency by learning how to attract and retain more top talent in specialized sessions for companies like ours.
* The smaller event format will provide me the opportunity to engage and network with both speakers and peers.

Early bird pricing for the Talent Success Conference is being offered until April 30, 2019. With the current discounted pricing, the total cost for registration is $795.00

**Airfare:** $[Insert]

**Hotel:** $[Insert] *$279.00 per night* *for the discounted group rate at the Hyatt Regency Boston*

**Registration Fee:** $795.00   
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**Estimated Total:** $[Insert]

I would like to register before prices increase on May 1, 2019. Thank you for considering my request, and I look forward to your reply.

Best,

[Your Name Here]