

To:

From:

Re: MOTM.ADP.com ADP Meeting of the Minds Conference Proposal

Dear [APPROVING MANAGER],

I'm writing to ask for your approval to attend ADP Meeting of the Minds, March 21-23, 2022 in Anaheim, California.

This is not your typical HR conference. This conference is designed specifically for ADP clients with 1000+ employees. It's an opportunity for me to learn more about optimizing our ADP platform in order to make informed decisions through trusted data. I'll bring back the latest understanding of the trends we face in our evolving work environment.

- I will have the ability to:
- Gain insights from ADP experts
- Listen to ADP product managers for our specific platform to learn about new features
- Engage with others who are responding to trends in talent, benefits, and payroll best practices
- Earn valuable CE credits that will power my professional credentials
- Network with an unparalleled community of practitioners and thought leaders

While at ADP Meeting of the Minds I'd like to get questions answered and engage with ADP experts who can show me specific strategies for our outcomes. I will hear case studies and award-winning success stories that inspire and show me ways to simplify work.

As an in-person attendee I will also receive a Virtual Pass to access sessions on demand after the event.

Registration is now open. I would like to respectfully request your approval to attend ADP Meeting of the Minds, March 21-23, 2022.

Sincerely,

[NAME]