

Dear <Manager's First Name>,

I have an important request to make, please. I'd like approval to attend ADP Meeting of the Minds, March 14-17, 2023, in Atlanta, Georgia.

This conference is designed specifically for companies like ours, who are ADP clients, with 1000+ employees. It's an opportunity for me to gain hands-on ADP Training, learn how to get the most from our ADP platform(s), and provide our company with the best and most data-informed decisions. I'd like to bring back the latest from ADP about the trends we're facing and how we can increase our company's competitive advantage using best-in-class solutions and processes.

What's in it for you in sending me to ADP Meeting of the Minds? You'll have a member of your team that:

- Has access and relationships with ADP experts
- Is trained to leverage the latest product innovations and features
- Knows how to save time and money
- Is inspired by the success stories of award-winning ADP client transformations
- Has continuing education credits to power my career
- Feels invested in to make the work our team produces even better and help our team to be even more confident

Not only that, while I'm at ADP Meeting of the Minds, I have direct access to product leaders, experts and service pros to get our questions answered. I will see the latest in ADP innovations and partner solutions, and I have the ability to network with a community of human capital management (HCM) pros who are looking to solve the same issues we face.

Below you'll see a summary of my anticipated costs. I'd like to respectfully request your approval to make plans now to attend ADP Meeting of the Minds, March 14-17, 2023.

Anticipated Cost	Purpose of Spend
	Registrations
	Air Fare / Travel
	Hotel
	Meals (almost all meals are covered in my registration fee)
	TOTAL

There's so much that our team gives to the growth of our company's employees. I am asking to attend this conference to help invest in your team's growth, too.

Thank you!

<Your First Name> <Your Last Name>

<Your Title>