

To:

From:

Re: **Request to Attend Conference - SAP Concur Fusion Exchange EMEA 2025**

Dear <manager's name>,

I am requesting for approval to attend the [SAP Concur Fusion Exchange EMEA 2025](#) conference on 12<sup>th</sup> June in London at the Park Plaza Westminster Bridge London. Although there is no event registration fee, I recognize there may be other costs incurred such as <travel, transportation, parking, hotel, meals>.

The main reason I want to attend this event is to access the educational and training opportunities, as there are over various sessions designed to help me optimize our current product usage. I will have the opportunity to develop my professional skills and learn about the latest industry trends & best practices. I can also take advantage of this opportunity to network directly with peers and industry experts for guidance. By attending, I can bring back new learnings and help us get even more out of our investment in SAP Concur.

<If you are not currently an existing SAP Concur customer, you may replace the above paragraph with: "The main reason I want to attend this event is to learn more about the benefits of SAP Concur solutions, build relationships with the SAP Concur team, and meet existing SAP Concur customers for additional perspectives. I can also participate in the educational opportunities to learn about industry trends and best practices related to travel, expense, and invoice topics.">

At the conference, I would like to learn about:

- <insert your learning focus here>
- <insert your learning focus here>

**Here is an approximate breakdown of costs:**

<Adjust or add any costs below as needed>

Transportation/Travel/Parking	X
Hotel	X
Meals	X
<b>Approximate total cost:</b>	<b>X</b>

Regards,

<your name>