Dear [name],

I’m requesting approval to attend **OpenText Enterprise World Asia**,taking place at The Raffles City Convention Centre, Singapore from **March 11-12, 2020**. The conference is **free** to attend.

Enterprise World Asia is a highly-focused opportunity for me to gain insight from experts and peers about rapidly changing information management trends and best practices to apply to our organization.

Attending Enterprise World Asia will help us:

**Leverage our OpenText investment**

With more than 40 breakout sessions, including OpenText customer case studies on innovative, proven approaches to the same business challenges we face, Enterprise World Asia will help me dig deeper into our products to ensure we maximize our ROI.

**Prepare for the future**

Enterprise World Asia offers keynotes and interactive sessions with thought leaders and visionaries as well as roadmaps and demonstrations of next-generation OpenText solutions. The insights will help equip me to support our ongoing business transformation and add significant value to our future planning.

**Make connections**

The conference is an opportunity for networking and in-depth discussions on market trends, digital disruptions and best practices with industry and technology experts as well as OpenText customers. It is a face-to-face opportunity to ask questions, learn from the experts, make suggestions and communicate directly with the OpenText team on our specific needs.

Here is an approximate cost breakdown for my travel costs to attend:

Conference pass (with meals): $0  
Hotel\*: $XXX  
Airfare: $XXX

**Total: $XXXX**

Thank you for your consideration. You can learn more about Enterprise World Asia at <https://opentext.com/ew2020-Singapore>.

Sincerely,

[Your Name]

\*Hotel details and discounts can be located on the OpenText event website: <https://www.opentext.com/enterprise-world/asia>