Dear [name],

I’m requesting approval to attend **OpenText Enterprise World Singapore** taking place at the Marina Bay Sands. This year’s conference will take place **April 16-17, 2019**. The conference is free to attend.

Enterprise World Singapore is a highly-focused opportunity for me to connect with industry experts, get insights into the latest trends and hear other customers’ stories of success.

Attending Enterprise World will enable me to:

* **Leverage our OpenText investment**–Enterprise World offers more than 40 breakout sessions, including numerous OpenText customer case studies spotlighting innovative, proven approaches that have solved the same business challenges we face. There’s no better way to see firsthand what’s working in the real world.
* **Prepare for the Future**–In addition to providing roadmaps and demonstrations of next-gen OpenText solutions, Enterprise World focuses on collectively preparing for the broader information management landscape of tomorrow. Through keynotes and interactive sessions with thought leaders and visionaries, I’ll gain actionable insight into our ongoing business transformation and will add significant value to our future planning.
* **Make Connections**–Enterprise World is the place where everyone and everything OpenText convenes—from strategic management to product experts to customer support professionals. There is no better place for me to connect with the community behind our applications. I’ll be able to ask questions face-to-face, learn from the experts, make suggestions and communicate directly with the OpenText team on how they can specifically help us.

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 Singapore at [*www.opentext.com/ew2019-singapore*](http://www.opentext.com/ew2019-singapore)*.*

Sincerely,

[Your Name]