Workday Rising—Request to Attend

Hi [Name],

I'm requesting approval to attend **Workday Rising** in Las Vegas (October 12–15). This year's conference is centered on how AI moves from potential to performance. My goal is to develop new strategies for putting AI agents to work across our organization to drive real outcomes. Workday Rising also offers group discounts if we want to send our team.

Key value:

- **Immediate ROI:** 96% of attendees gain actionable insights that improve business outcomes.
- **Direct access to Workday product experts:** I can troubleshoot our current challenges and learn strategies from peers facing similar hurdles.
- **Strategic focus:** I plan to focus on solutions for:
    - [Project 1]
    - [Project 2]

Estimated costs:

Conference registration fee	$2,595 Full Experience Pass
Workday Pro certification exam	$99 per exam (saving $700 off the standard $800 fee)
Airfare	$XXX
Ground transportation (to and from airport)	$100
Hotel	$331 per night plus tax per night ● For 3 nights: $993 plus tax per night ● For 4 nights: $1,324 plus tax per night
Meals	$75
Total	$X, XXX

I'm confident attending Workday Rising will bring huge value to me professionally, as well as our organization—especially with the conversation around AI this year. When I get back, I'll provide a summary of key takeaways that we can apply immediately to our current workflows.

Thank you for considering this request.

[Signature]