Dear <Insert your Supervisor’s Name>,

I would like approval to attend **HR Tech 2025** in Las Vegas, September 16-18. For more than 25 years, **HR Tech** has been the world’s leading independent event on HR and technology. It’s the one event where I can receive educational sessions delivered by industry thought leaders and seasoned practitioners on the entire HR tech landscape, including guidance to help make better informed decisions regarding our current and yet to be purchased technology.

Here is what one of last year’s attendees had to say about **HR Tech**:

*“***The sheer scale and range of sessions left us in an HR tech wonderland, where choosing between attending keynotes or exploring the latest innovations on the expo floor was the biggest challenge (hello, decision fatigue!). From tools that supported compensation recommendation automation, to total workforce analytics including forecasting 6 quarters in the future, to systems properly connecting HR and Finance datasets —each platform showcased how tech can free up HRBP/HR Managers’ time from admin overload and help us focus on strategic employee development. A few platforms wowed us with their all-in-one HR solutions, and Josh Bersin & Ravin Jesuthasan’s keynote session reminded us of the sky-high potential tech has for transforming HR.”**

— **Sanjukta Dasgupta, Core HR Product Owner, Yum! Brands**

Additionally, I’ll be be able to personally test, compare and evaluate a range of technologies that are important to our business in the world’s largest expo of its kind—saving months worth of research time.

Upon approval, I plan to attend sessions focused on <XXX> which directly relate to the current challenges our organization is facing. I am seeking approval for the registration and travel expenditures.

If I register now, I’ll receive a discounted registration rate. Here is a complete breakdown of the costs:

Conference Pass: $<XXX>

Airfare: $<XXX>

Other Transportation: $<XXX>

Hotel: $<XXX>/night @ <XXX> nights

Meals: $<XXX> (my pass includes 3 breakfasts, 2 lunches as well as refreshments throughout each day)

Total Cost: $<XXX>

Complete information on **HR Tech 2025** is available at [**www.HRTechConference.com**](http://www.HRTechConference.com). Please consider my request as **HR Tech 2025** is a wise investment for our organization.

Sincerely,

<Insert your name>