Dear [Boss’s Name]

I am writing to you to ask for approval to attend The European SharePoint, Office 365 and Azure Conference (ESPC), Nov 28 – Dec 1, Copenhagen alongside my colleagues: ***[insert name], [insert name]*** and ***[insert name]***.

ESPC22 gathers world-wide Microsoft 365 & Azure experts to deliver exceptional keynotes, tutorials and sessions. The keynote line-up includes 4 Microsoft Corporate leaders: Jeff Teper, Scott Hanselman, Karuana Gatimu and Vesa Juvonen.

**Here are 3 benefits to our company if we can attend ESPC22:**

1. **Sharpen my skills:**We will learn from key industry experts across a variety of [120 track sessions.](https://www.sharepointeurope.com/conference/schedule/) This knowledge will allow us to make better decisions, drive our projects forward and discover the latest updates, tips and tricks in the ever-changing Microsoft space.
2. **Network:** With over 1,500 expected attendees, we will be able to meet fellow professionals and hear about their success stories to save us time and money figuring out the best processes to follow and steps to take.
3. **Spark new ideas:** ESPC22 will be full of new innovative ways to do the tasks we do each day. It will showcase clever ideas, methods and concepts that we can immediately bring back to the office.

The cost to attend the conference is approximately ***[insert amount] -*** ticket price ***[insert amount],*** travel expenses ***[insert amount]***, hotel ***[insert amount]*** and food is included in the ticket price.

This is an incredible opportunity to learn from leading individuals in this space, to ask questions to the people behind the products and to network with like-minded individuals. We will return to work with sharable insights and the know-how to take our projects to new levels.

ESPC22 is currently running an [Early Bird Sale](https://www.sharepointeurope.com/pricing/), meaning now is the best time to register and receive the cheapest possible rate. ***[Insert Group Discount Line*** - Plus groups of 3-6 will receive a 5% discount. Plus groups of 7+ will receive a 10% discount.]

Thank you for considering our request and we hope we can discuss it further.

Kind Regards,

[Name]