Dear [supervisor’s name],

I would like your support to attend isolved’s Connect 2022 conference, which takes place in Nashville, Tennessee on September 6 -8th.

This in-person event provides networking and educational opportunities, including tips and best practices to ensure we are maximizing the isolved platform. I will share that knowledge with our team as soon as I return so that an immediate impact can be made within the organization. I’ll also be able to earn continuing education (CE) credits at the conference, which are necessary for my professional development.

isolved Connect is designed to bring like-minded professionals together to network, learn and prepare for the future of work. I will be able to schedule one-on-one meetings with isolved’s experts at the event, which will allow me to get answers for our teams’ most common questions about the software we are currently using. Here are a few additional things I am looking forward to by attending the conference:

* Learning how to positively impact employee retention through improved employee engagement and overall experience within our organization.
* Getting an in-depth look at the isolved People Cloud product roadmap, including new features, options and services.
* Discovering helpful Marketplace integrations that can help us streamline and optimize processes and reduce costs.

The registration fee for isolved Connect is $1,295 through February 25th, 2021. This covers all sessions and meals during the event. We will need to account for transportation and hotel separately, but there will be special room rates for attendees. Here is a complete breakdown of the costs:

Conference Pass: $1,295

Airfare & Transportation: $<XXX>

Hotel: $279/night @ 4 nights (Wed – Sat)

Meals: $<XXX> (my pass includes 2 breakfasts, 2 lunches, 2 dinners and refreshments)

Total Cost: $<XXX>

I believe attending isolved Connect is beneficial for my own professional development as well as our organization because it will help our team get the most out of the technology we use every day. Complete details are available at [www.isolvedconnect.com](http://www.isolvedconnect.com).

Thank you for your consideration and I look forward to discussing this further.

Best,

[signature]