

Copy and paste the information below and share with your manager.

Subject options:

1. Request to Attend SAP Transformation Excellence Summit for Professional Growth
2. Permission to Attend Event for Individual and Team Benefits
3. Seeking Approval: Attending Event for Personal and Team Development

Dear **[Insert Manager's Name]**:

I'm writing to request your approval to attend SAP Transformation Excellence Summit 2024.

The event will take place at the **[Location]** from **[Date]**. I believe it will be advantageous for **[Insert name of your organization]** to gain expert insight into using enterprise architecture to enable business transformation. It is also a unique professional development opportunity for me personally.

Given the increasing dynamism of global markets and the emergence of technologies such as AI, the ability to transform has become a critical, differentiating business capability. At the SAP Transformation Excellence Summit, I will be able to learn from and network with experts in planning, managing, and driving business transformation.

The event will feature:

- Expert sessions including keynotes and customer presentations revealing the latest innovations and best practices in business transformation.
- Breakout sessions facilitated by industry leaders I can actively engage with.
- A global and diverse community of attendees to build new relationships with. I will be able to network with industry leaders and peers from a wide variety of companies and industries that can lead to new partnerships, collaborations, business opportunities, and more.
- Hands-on training with SAP LeanIX and SAP Signavio tools to experience first-hand how these solutions are used for planning, managing, and executing business transformation.

I will gain in-depth knowledge into valuable topics such as:

[select the 3 topics that most apply to your personal development goals]

- How enterprise architects drive business transformation and the specific roles they play at each stage of the process.
- Creating actionable road maps from your current, "as-is" state to your future, "to-be" state.
- Modeling various scenarios to anticipate and respond to roadblocks and other challenges.
- Managing change and facilitating collaboration between all stakeholders throughout the transformation.

- Measuring the impact of transformations today and ensuring you can drive continuous transformation into the future.

Here's an approximate breakdown of costs for me to attend:

Admission to the summit is free.

Travel: **\$< Insert Amount >**

Hotel: **\$< Insert Amount >**

Other Expenses: **\$< Insert Amount >**

Total: **\$< Insert Amount >**

I hope you agree that this is a valuable opportunity for me to bring back new ideas and methods that will help our organization adapt as needed to rapidly changing markets, technology, and customer expectations.

Thank you for your consideration!

Kind regards,

[Your signature]