**SAP Transformatio**  
***Copy and paste the information below and share it with your manager.***

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**Subject options:**

1. Request to attend the 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 the SAP Transformation Excellence Summit in [**INSERT CITY].**

I believe it will be beneficial for [my team and] I to gain expert insight into the latest trends in driving process excellence to support our transformation initiatives. It is also a unique professional development opportunity for me, personally.

With how fast global markets are shifting and emerging technologies like AI coming in, it feels like being able to adapt and transform quickly is becoming a real game-changer. I am confident our entire organization could benefit from my attendance.   
  
At the summit, I will have the opportunity to discover how process excellence and mining, along with enterprise architecture and digital adoption, enable repeatable business transformation. Managing these three important areas with one holistic approach is also something we can truly benefit from.

**Key takeaways for me and our organization:**

**[Select three topics that apply to your personal development goals most]**

* Positioning the role of process excellence as a strategic enabler within **[add organization]** and key to continuous business transformation
* Test driving SAP Signavio solutions at demo stations to explore new AI capabilities, helping us streamline processes and enhance team efficiency
* Learning best practices for creating transformation road maps and modeling different scenarios to anticipate and respond to roadblocks or other challenges
* Gaining practical skills for managing change and facilitating collaboration throughout our organization, essential for supporting successful transformations
* Bringing back learnings, connections, and fresh ideas to bolster our transformation capabilities

**Event Overview:**

* Event name: SAP Transformation Excellence Summit
* Date: [INSERT DATE]
* Venue: [INSERT FULL ADDRESS]

**Cost breakdown:**

* Admission to event: Free
* Travel: $< Insert Amount >
* Hotel: $< Insert Amount >
* Other expenses: $< Insert Amount >
* **Total: $< Insert Amount >**

Please let me know what you think! I look forward to bringing back new ideas and methods that will help our organization adapt to rapidly changing markets, benefit from emerging technologies, and meet (and even exceed) customer expectations.

Thank you very much for your consideration!

Kind regards,

**[Your name]**