

### INCLUDES REGISTRATION FEE

Subject: Request to attend Onspring Connect 2026

Hello [MANAGER NAME],

I'm writing to ask for approval to attend Onspring Connect 2026, the annual User Conference & Training event for the Onspring community. Connect takes place in Las Vegas, Nevada. The event includes platform training, client-led presentations, a TED speaker, CPE credits, networking and idea exchanges, and deep dives into solutions and use cases - you can learn more about it here. <https://software.onspring.com/2026-onspring-connect>

Connect is the only major conference this year that brings together the entire Onspring community to network and learn from each other. At a total cost of about \$4,400, this is one of the most cost-effective ways to grow my professional skill set with Onspring, expand my network in our industry and across new verticals, and should result in an immediate ROI.

In particular, attending Connect will help me focus on finding solutions or best practices that could benefit my current and future projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

Here is an approximate item-by-item breakdown of the costs to attend Onspring Connect:

<b>Onspring Connect</b>	<b>Cost Estimate</b>
Airfare	\$500
Transportation	\$100
Hotel	\$1,050
Meals	Included
Registration Fee*	\$2,750
<b>TOTAL</b>	<b>\$4,400</b>

\*Registration fee includes all materials, breakfast and lunch daily, evening activities and meals, and access to session recordings and PowerPoint slides post-conference.

Following my attendance at Connect 2026, I can schedule a meeting to provide you with a summary of all the major takeaways and tips I learned to maximize our current investments and use of Onspring. I can also share relevant information with key personnel throughout the organization.

Thank you for considering this request. I look forward to your reply.

Regards,

[MY NAME]

## REGISTRATION COVERED WITH PRE-PAID PASS

Subject: Request to attend Onspring Connect 2026

Hello [MANAGER NAME],

I'm writing to ask for approval to attend Onspring Connect 2026, the annual User Conference & Training event for the Onspring community. Connect takes place in Las Vegas, Nevada. The event includes platform training, client-led presentations, a TED speaker, CPE credits, networking and idea exchanges, and deep dives into solutions and use cases - you can learn more about it here. <https://software.onspring.com/2026-onspring-connect>

Connect is the only major conference this year that brings together the entire Onspring community to network and learn from each other. At a total cost of about \$1,650, this is one of the most cost-effective ways to grow my professional skill set with Onspring, expand my network in our industry and across new verticals, and should result in an immediate ROI. Our Onspring subscription includes a pre-paid conference pass, so I only need approval for the following travel expenses.

In particular, attending Connect will help me focus on finding solutions or best practices that could benefit my current and future projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

Here is an approximate item-by-item breakdown of the costs to attend Onspring Connect:

<b>Onspring Connect</b>	<b>Cost Estimate</b>
Airfare	\$500
Transportation	\$100
Hotel	\$1,050
Meals	Included
Registration Fee*	Included
<b>TOTAL</b>	<b>\$1,650</b>

\*Registration fee includes all materials, breakfast and lunch daily, evening activities and meals, and access to session recordings and PowerPoint slides post-conference.

Following my attendance at Connect 2026, I can schedule a meeting to provide you with a summary of all the major takeaways and tips I learned to maximize our current investments and use of Onspring. I can also share relevant information with key personnel throughout the organization.

Thank you for considering this request. I look forward to your reply.

Regards,

[MY NAME]