Dear [Supervisor],

I am seeking your approval to attend TRANSACT 2024 at Mandalay Bay in Las Vegas, April 17-19. It’s a unique opportunity to accelerate our strategic and sales goals, as the event is attended by more than 3,000 professionals, including decision-makers from more than 1,000 payments companies. Three days at TRANSACT offers an unparalleled opportunity to forge connections with our prospects, strengthen relationships with important partners, and stay updated on industry innovations.

TRANSACT provides:

**Efficient networking:** We can conduct numerous meetings in a short time, leveraging receptions and lounges on the show floor and saving us considerable expense in travel and time.

**Valuable connections:** By utilizing TRANSACT's AI-driven matchmaking app (Grip) for strategic engagement and seamless team collaboration, we can maximize our presence. The list of last year’s attendees is [here](https://etatransact.com/#attendees).

**Industry insight:** Engaging with [150+ exhibitors](https://events.jspargo.com/ETA24/Public/eventmap.aspx?shmode=E&shExhList=1&ID=105147&sortMenu=103004) on the show floor and attending sessions will provide us with valuable perspectives we can share with the team — all while earning continuing education credits.

**Estimated expenses for one person would be:**

|  |  |
| --- | --- |
| Registration | $[insert appropriate rate] |
| Visa Celebration | $200 |
| Golf Tournament | $225 |
| Flight | $ |
| Airport Transfers | $ [Transportation r/t home, r/t Mandalay Bay] |
| Hotel (at block rate) | $687 ($229/night + tax) |
| Meals | $222 (approx.) |

The connections we’ll be able to make, the relationships we can develop, and the knowledge gained for our whole organization, make attending TRANSACT 2024 a worthwhile investment. I'm eager to discuss the possibility of attending with a team and explore alignment with our strategic goals.

Thank you for considering this proposal. I look forward to your feedback and the opportunity to discuss this further.

Best regards,

[First Name Last Name]