Hello [Decision Maker],

Re: Request to Attend Hiring Success 20

I’d like to request your approval to attend Hiring Success 20, February 11-12, 2020 in San Francisco, where Talent Acquisition (TA) thought leaders from around the world come together to **innovate and define the future of recruiting**. It’s the best opportunity this year to network with over 1,500 TA leaders, learn from their experiences, and ensure we are getting the most out of our investment in the SmartRecruiters platform.

I plan on spending my time identifying solutions and best practices to help drive the following initiatives:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

Hiring Success 20 is packed with two days of learning, including:

* More than 50 interactive sessions with peers based on role-specific content
* SmartRecruiters certification event to help us use the suite in the best way
* Workshops with hands-on problem solving with peers
* Smart Lab with free professional services consultations
* Best practices, case studies and networking with fellow SmartRecruiters customers
* Recruiting technology and services partner expo to research and evaluate for our business

**Here’s the approximate cost breakdown:**

|  |  |
| --- | --- |
| Airfare: | $ XX |
| Transportation: (round trip taxi from airport to hotel) | $ 60 |
| Hotel: (3 nights at $339) | $ 1017 |
| Conference registration (early bird price): | $ 300 |
| Training/Certification Fee: | $ 295 |
| Total: | **$ XXX** |

I am confident that my time at Hiring Success will help us drive better productivity and results for the team to meet our hiring goals this year. You can view the conference website for more info: [https://www.smartrecruiters.com/hiring-success/americas](https://www.smartrecruiters.com/hiring-success/americas/).

I’d like to register before prices increase. Thank you for your consideration.

Best,

[Name]