



<DATE>

Dear <MANAGER'S NAME>:

I am writing to request approval for attending the 2027 Solink Summit event, February 15-17, in Dallas (Irving), TX. Last held in 2026, Solink Summit is the signature event/customer workshop for users of Solink software in <**CHOOSE ONE OR MORE... LOSS PREVENTION, ASSET PROTECTION, IT/SECURITY, OPERATIONS, BUSINESS OWNER/OPERATOR**>. Attendees all have a common goal: to share knowledge, exchange ideas, and explore more ways to use the Solink platform.

Below are some reasons why attending Solink Summit would benefit myself and our entire team:

1. During three days, I'll expand my skills with product updates, live demos, hands-on workshops and training. Many sessions are tailored to <**SPECIFIC PROFESSION**> and include proven solutions for <**LIST BENEFITS TO YOUR SPECIFIC SET OF RESPONSIBILITIES**>.
2. In addition to improving my own skills, my attendance at Solink Summit will benefit the whole company. I plan to focus on new ways to help us to improve <**SPECIFIC EXAMPLE**>. Plus, I'll engage with industry peers facing similar business challenges and discover solutions for optimizing our practices and boosting productivity.

Solink Summit tickets include: Access to dozens of sessions, breakfasts, lunch, two evening events with dinner and multiple networking opportunities.

For the best value, I would like to register now and receive the best pricing and the lowest room rate. You may view specifics on the [Solink Summit website](#).

Thank you for considering my request. I look forward to your reply and approval.

Regards,

<YOUR NAME>