

## Agiloft Summit 2023 Justification Letter

To share this with your manager, just copy and paste into an email.

Subject Line: Here's why I can't miss the Agiloft Summit

Hi (first name),

I'd like to request your approval to attend this year's Agiloft Summit in Las Vegas, from January 24-26, 2023. This is the first time this gathering contract professionals will be back together in over three years, and I'd love to take advantage of this valuable summit.

At this event, I'll get hands-on learning opportunities at Agiloft UniversityLIVE, endless moments to network and connect with peers to find breakthrough solutions, and business insights to bring back to the company. There's nothing quite like interacting with other contract management thought leaders, visionaries, and Agiloft experts to get a front-row seat on ways to drive efficiencies in our contract management processes.

Attending the Agiloft Summit from January 24-26 will significantly help me with these projects:

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

As a result of the agenda, my goal is to bring back learnings to our organization such as the following:

- How to mature the maturity of our CLM instance
- How to better see, anticipate, and prepare for global events which may impact our business
- How to increase adoption of our CLM solution
- Critical actions I need to take in 2023 to advance the performance of our CLM
- (Other key takeaways you see from the [agenda](#))

Here's an approximate breakdown of conference costs:

- Airfare: \$XXX
- Round-trip transportation between airport and hotel: \$50
- Hotel: \$169/night
- Incidentals: \$100
- Agiloft UniversityLIVE: \$495
- Summit: \$495
- **Total: XX**

Tickets to the event are limited and it is filling up, so I hope to hear from you soon. If given the chance to attend I'll be sure to share more information, including sessions I plan on attending and the value it will bring to our company along the way. After the event, I'll also share a summary of my major takeaways, best practices, and recommendations to optimize our use of Agiloft. Thank you for considering this request. I look forward to your reply.

Regards,

(Insert Name/Signature Here)