



Need a little help getting approval from your employer to attend the 2023 Comply & Connect: Reporting conference?

Below, you will find a "justification letter" template designed to help your employer understand the benefits of having their employees attend the conference. This general template will get you started while allowing you to customize it to you and your organization's particular needs.

[Date]

Dear **[Manager]**

I am writing to ask for approval to attend Sovos' 2023 Comply & Connect: Reporting conference. Comply & Connect: Reporting is the premier event for tax reporting professionals providing education and training on regulatory compliance. The conference offers CPE credits and will provide a unique opportunity to engage with industry experts and peers to learn best practices and share experiences. Sovos' goal is to provide the information and resources needed to stay in compliance with constantly changing regulatory requirements.

Here is the link to the conference website: <https://sovos.com/events/trr/sovos-comply-connect-reporting-event/>.

The conference will be held at the Hyatt Regency Austin in Austin, TX on October 23-25, 2023. The cost to attend the conference is outlined below.

Conference Fee: **[\$1,500 full price]**

Airfare: **[\$[to be filled in]]**

Transportation to and from hotel: **[\$[to be filled in]]**

Hotel: \$259.00/night plus tax

Meals: **[\$[during conference all meals are included]]**

Total: **[\$[to be filled in]]**

I plan on submitting a post-conference report that will include an executive summary, key conference takeaways, tips and a set of recommendations for the organization.

Thank you for considering this request.

Sincerely,

Sovos

sovos.com
twitter.com/sovoscompliance
linkedin.com/company/sovos

A Global Company

Argentina, Brazil, Chile, Colombia, Ecuador, Germany,
Mexico, Netherlands, Peru, Portugal, Sweden, Turkey,
United Kingdom and United States



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