Dear [Name],

I am writing to request your approval to attend[**BRIDGE 24**](https://www.softdocs.com/bridge/)in New Orleans, Louisiana, from July 28-31.

BRIDGE is the annual Softdocs user conference designed to help higher education institutions and other professionals in the educational sector make the most of their Softdocs investment. BRIDGE allows us to stay at the forefront of educational technology trends, maximize the value of Softdocs, and gain invaluable insights from other institutions using the process automation platform.

I know we want to make the most of our budget, which is why I am outlining how my attendance is a worthy investment in keeping our department skills relevant and our campus goals on track.

Reasons my participation is crucial:

* **Access to Discovery Hall and Softdocs Client Success Team:** BRIDGE provides two and a half days of full access to the Discovery Hall, where Softdocs experts are available to help optimize our solutions and provide personalized, 1:1 guidance and support. By leveraging these resources, we can save costs in services engagements.
* **Workshops and Sessions Focused on our Goals**: I will gain access to product deep dives, exploring tools that are critical for our team’s ongoing work and tailored to our use cases. Presented by Softdocs solutions experts, these sessions will help me understand future product direction and best practices for optimizing our current deployment.
* **Engagement with Industry Leaders**: BRIDGE offers unique access to higher education leaders and experts who also use Softdocs, allowing us to gain insights into best practices, innovative solutions, and emerging trends that can directly impact our institution's success.
* **Networking Opportunities:** I will network with peers from other institutions, share experiences, collaborate on solutions to campus challenges, and gain valuable insights into how other institutions are leveraging Softdocs across their departments.

Estimated Cost for Attendance

* Airfare: $
* Transportation: $
* Hotel: $
* Meals: $
* Conference fee: $

**Total Estimated Cost: $**

Softdocs is offering the option to purchase conference passes now and defer payment until July 2024, allowing us to use next year’s budget for the investment.

We can also take advantage of group registration rates. Group rates start at three or more tickets and save 20% off the regular ticket price, bringing the cost of each ticket down to $740.

After the conference, I would be happy to meet with you and our team to discuss key takeaways, tips, and recommended actions to maximize our investment in Softdocs. I am certain that this event is an excellent opportunity for growth—for me, our team, and our institution.

Thank you for considering this request.

Best Regards,

[Name]