Dear [Leader Name]

I am requesting approval to attend the Transform Conference, taking place January 21-23, 2026 in Clearwater Beach, FL. Transform is the flagship onPhase Customer Conference, designed exclusively for onPhase users and partners.

As an onPhase user, this event presents a unique opportunity to connect directly with product experts, industry thought leaders, and fellow users through hands-on trainings, collaborative sessions, and strategic discussions.

Here’s how attending Transform would directly support my role and professional development:

* Educational breakout sessions to support my [role] at [company], specifically [[session tile](https://transform.onphase.com/page/4932599/sessions---sneak-peek)]
* Dedicated 1:1 Meetings with our Account Manager, Support Team and Product Experts to walk through challenges and use-cases, unique to our organization.
* **Keynote sessions from industry leaders** covering trends, challenges, and innovations relevant to our field.
* Live hands-on training on product features to ensure we are maximizing our utilization of the onPhase platform
* Learn first-hand about product features we may not be leveraging and learn about upcoming feature releases
* **Participation in Product Councils**, where I can contribute feedback and influence future development based on our team’s needs.

Beyond the sessions, Transform is also an invaluable chance to network with peers in similar roles, exchange best practices, and collaboratively solve common challenges.

I’m confident that the insights and training I gain from Transform will bring measurable value to our team. I’d also be happy to compile a post-event summary with key takeaways, ideas, and recommendations.

I’ll schedule time for us to review the anticipated costs and discuss event details.

Thank you for considering this opportunity.

Sincerely,

[Your Name]