



Dear [Manager's Name],

I'm writing to request approval to attend **Everest Group Engage 2026 — London**, Everest Group's flagship conference for global business services, sourcing, procurement, and digital operations leaders. The event will be held **March 9–10, 2026, at the Park Plaza London Riverbank**.

Everest Group is a recognized leader in research and advisory for business and technology services. This event offers direct access to Everest Group experts, practical insights from peers, and strategic frameworks that can be applied immediately to our priorities.

Why this event is valuable:

- **Unparalleled analyst access:** More than 20 Everest Group analysts will be onsite, with opportunities for dedicated 1:1 conversations to discuss our specific challenges and priorities.
- **Relevant agenda:** The program includes 20+ keynotes, breakout sessions, and interactive workshops covering topics such as *AI that delivers measurable business impact, future-proofing global operations and delivery strategies, driving sustainability in IT, and reimagining sourcing and partnerships for next-level cost transformation and value creation*.
- **Executive-level peer network:** Engage convenes 200+ senior leaders from Global 1000 enterprises across GBS, sourcing, vendor management, and IT services — providing a cross-industry view of how leading organizations are driving transformation.
- **Practical outcomes:** Sessions and workshops are designed to deliver actionable takeaways, while networking formats such as roundtables and facilitated discussions will provide real-world insights we can apply right away.
- **Knowledge sharing:** All keynote, breakout, and workshop content will also be available digitally after the event, enabling me to share key insights and frameworks with our broader team.

Estimated Costs:

- Conference Registration: £/€ [Insert amount]
- Hotel: £/€ per night for [X] nights plus tax
- Travel Expenses: £/€ [Insert amount]
- **Total: £/€ [Insert amount]**

I believe attending Engage London 2026 will provide exceptional ROI by equipping me with strategies, peer insights, and analyst guidance directly applicable to our work. I will provide a trip report upon my return, highlighting key learnings and opportunities for our organization.

Thank you for your consideration.

Sincerely,
[Your Name]