Dear [**Name of Manager**],

I would like to request your approval for my virtual attendance and participation to [SUNsource’s ERP Project Success Workshop](https://www.sunsource.io/erp-success-workshop/) on October 18-22.

This workshop is designed for companies who are looking to improve their IT and Business relationship to increase ROI during, after, and in-between projects using a proven and successful methodology.

With my involvement in [**COMPANY**]’s ERP projects, I am confident that this workshop will provide invaluable insight, guidance, and takeaways that I will be able to implement back into our organization. The way we have executed projects in the past has not improved the IT/Business relationship, which is a key factor in project success. It is my belief that working directly with an industry expert makes good economic sense and will provide deep value to [**COMPANY**].

**In the ERP Project Success Workshop, I will learn how to:**

* Achieve business process EXECUTION excellence,
* Build the most efficient, strongest project team who actually owns business engagement in projects and day to day user support,
* Improve project success rates and business user adoption needs,
* And reduce error rates and business workarounds.

**With what I learn, we will be able to:**

* Begin building our ERP Success Plan based on a proven methodology that works,
* And have access to peers from other companies going through the same challenges.

The workshop is led by ERP project expert [Ginger Luttrell](https://www.linkedin.com/in/gingerluttrell/) and co-author of the Super User (R)evolution with world renowned author, Michael Doane. She created the award-winning framework for building this IT/Business relationship, and she has supported hundreds of companies and ERP projects during her 20+ years in the industry.

**The investment to attend includes:**

* 5-day live workshop totaling 16+ classroom hours
* Real-world application exercise time that includes building a customized post-workshop action plan
* Free 30 minute post-workshop follow up private coaching session with Ginger

Thank you in advance for your consideration, and I look forward to hearing from you.

Regards,

[**YOUR NAME**]