**November 11 - 13, 2024**

Tampa Bay, FL Clearwater Beach

THE DOCUPHASE USER CONFERENCE

Dear [Leader Name],

WHERE INNOVATION MEETS INSPIRATION

I am requesting approval to attend DocuPhase’s User Conference - Transform 2024.

As a DocuPhase user, this conference will give attendees unparalleled access to industry experts and peers and provide me the opportunity to participate in live workshops and user trainings.

Here’s how Transform can support my professional growth:

* The chance to earn CPE credits
* Educational breakout sessions to support my [role] at [company]
* Hear from thought leaders about trends and changes in our industry
* Live hands-on training on product features to ensure we are maximizing our utilization of the DocuPhase platform
* Learn first-hand about product features we may not be leveraging and learn about upcoming feature releases
* Attend interactive workshops

Transform is slated to offer a unique networking opportunity to connect with individuals in similar roles and tackle challenges together.

I believe my attendance at Transform is worth the investment and the conference will benefit my professional development and equip me with tools to enhance our organization.

I’d be happy to share a recap post-event with you to discuss major takeaways and future recommendations.

I’ll set-up time for us to review the breakdown of potential costs and discuss the event details.

Thank you for the opportunity,

[Name]