To: [Insert name]
From: [Insert name]
Subject: Approval Request: DXC Connect Customer Week (Oct 20–21)

Dear [Supervisor's Name],

I recently received an invitation to attend **DXC Connect Customer Week**, taking place **October 20–21 in Charleston, SC**, and I am requesting approval to participate.

Customer Week provides a focused opportunity to engage directly with the DXC teams shaping and delivering the product, while also connecting with peers facing similar business and technology challenges. Attending would help ensure we continue to maximize the value of **[Organization Name]'s** investment in DXC solutions.

Key benefits of my attendance include:

- **Strategic insight into DXC's product strategy:** General sessions provide visibility into the broader DXC Insurance Software & BPS product strategy, including the strategic direction, priorities and investment areas for Assure Smart Apps. This context is valuable for understanding how solutions are evolving within the wider DXC portfolio and how they align to our own objectives.
- **Deep product-level learning and roadmap visibility:** The core of the event is industry- and product-specific breakout tracks, where DXC teams share recent roadmap deliveries, enhancements and a forward-looking view of upcoming capabilities. These sessions will help us plan ahead, align our initiatives and take advantage of new functionality as it becomes available.
- **Direct access to product experts and leadership:** Customer Week offers dedicated, structured time with product experts and delivery leads. This creates space for focused dialogue to explore questions, validate approaches and provide feedback in a way that complements our ongoing engagement with DXC.
- **Peer learning and best practices:** With 175+ customers expected to attend, the event provides a strong opportunity to hear real-world examples, achievements and best practices from peers. These insights often translate into practical ideas for optimization, automation and more effective use of the solution.
- **1:1 consultation lab:** I will also have the opportunity to schedule a one-on-one consultation with a DXC product expert. I would like to focus this discussion on **[insert topic]**, as it directly supports **[brief rationale or desired outcome]**.

Estimated costs are as follows:

- Registration: $495
- Airfare: [Insert estimated airfare to CHS]
- Hotel: $252 per night exclusive of taxes and fees (Hotel's room rates are subject to applicable state and local taxes (currently 14%) plus $2.18 destination fee per night in effect at the time of check-out.)
- Meals: [Insert estimated meal costs during travel; meals during the event are provided]
- **Total Estimated Cost:** [Insert total]

Overall, DXC Connect Customer Week combines strategic insight, product-level learning, and peer networking in a single setting, making it a high-value opportunity. Following the event, I will provide a post-conference summary outlining key takeaways, insights and recommended next steps for our organization.

Thank you for considering my request. I'm happy to discuss further if helpful.

Best regards,
[Signature]