

[Your Name]

[Your Job Title]

[Your Company Name]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I am writing to request approval to attend **OpenText World 2026**, which will be held at the **Hyatt Regency Orlando**, Florida, **the week of October 19**. This is one of the leading industry events, focused on the latest advancements in **secure, AI-led information management**, making it highly relevant to our ongoing initiatives and strategic goals.

What will I gain by attending?

- **Cutting-edge thinking:** OpenText World will give me the chance to gain new insights from industry experts, thought leaders, and innovators, including OpenText's new CEO, Ayman Antoun. Sessions will cover key trends, best practices, and new solutions that can directly benefit our business.
- **Customer success stories:** The event will feature customer case studies and real-world applications of OpenText solutions, offering valuable insights into how other organizations are driving transformation and success.
- **Networking opportunities:** OpenText World offers an unparalleled networking platform, allowing us to connect with peers, potential partners, and OpenText executives to discuss challenges, opportunities, and industry developments.
- **Hands-on learning:** With practical demonstrations and training sessions, I will be able to deepen my knowledge of **OpenText solutions**, which will help us optimize current tools and evaluate new solutions for our team.

How will this benefit our company?

Attending OpenText World will allow me to:

- **Bring back actionable insights:** I will gather strategies and tactics that can immediately enhance our internal processes, improve collaboration, and increase operational efficiency.
- **Stay ahead of industry trends:** Understanding emerging technologies and solutions will ensure that we remain competitive and continue driving innovation within our organization.
- **Strengthen vendor relationships:** Attending this event will provide an opportunity to engage directly with OpenText executives and product experts, which could help streamline future projects.

Event details

- **Dates:** October 19–22
- **Location:** Hyatt Regency Orlando, Florida

Cost breakdown

- **Conference fee (with meals):** [Cost]
Reach out to your OpenText Account Executive for additional information on possible discounts.
- **Hotel*:** [Estimate]
- **Airfare:** [Estimate]
- **Total estimated cost:** [Total estimate]

I believe the value I will gain from attending this event will directly contribute to both our short-term goals and long-term success. I am confident that the knowledge, insights, and connections gained at OpenText World will make this investment worthwhile for our team and company as a whole.

Thank you for considering my request. I would be happy to discuss this further or provide any additional information you may need.

Sincerely,

[Your Name]

[Your Contact Information]



**Hotel details and discounts can be located on the OpenText event website [here](#).*