Date:

To:

From:

Re: Request to Attend the StarCompliance Synergy ’26 Conference

I would like to attend the 2026 Synergy Conference held on 23 April in London.

(Select paragraph A or B depending on your situation.)

(A) As a STAR user, this event is an opportunity to discuss compliance challenges, explore how STAR software addresses those challenges, and provide feedback on potential improvements. Developer teams rely on user input to strengthen platform performance.

(B) As a potential STAR user, this event offers the chance to explore the technology firsthand, engage with Star team members and leadership, and assess the company’s capabilities from both a technology and personnel perspective.

This year’s full-day conference will feature breakout sessions, presentations from industry experts and guest speakers, and multiple networking opportunities with peers and Star employees. Attending will provide valuable insights into the compliance landscape and the role of technology in addressing evolving challenges.

Estimated Costs:

Airfare: £\_\_\_\_\_

Transportation to/from airport: £\_\_\_\_\_

Hotel: £\_\_\_\_\_

Registration Fee: FREE

Other: £\_\_\_\_\_

Total: £\_\_\_\_\_

Thank you for considering my request. I believe attending the Synergy ’26 event will provide both personal development and organizational benefit. I look forward to your response.

Regards, [Your Name]