Dear **[Supervisor or Colleague],**

I’m writing to request permission to attend the virtual Modern Governance Summit, Diligent’s client conference, taking place September 17 – 18 from 10:00 AM to 1:00 PM ET each day. As you know, we utilize Diligent’s **[board and/or entity]** management tools to enhance our governance practices. This annual conference will equip me as a Diligent **[administrator/user]** with best practices in leveraging this technology to drive board collaboration and engagement, and to make the best use of our team’s time and resources.

Here are just a few of the reasons I want to attend and how this will benefit **[Organization Name]**:

* Learn how other boards are using technology to successfully collaborate, advance their community, and elevate their organization’s impact.
* Network with hundreds of my peers via chat messaging and discover how they are using Diligent in creative and innovative ways.
* Consider how we can improve the efficiency and effectiveness of our board management efforts.
* Deepen my usage of Diligent to ensure we take full advantage of the technology available to us.
* Understand Diligent’s product vision and roadmap and contribute feedback to future development of the product.

Registration includes 50+ sessions and access to all recordings after the event. Attending the virtual conference allows me to join at no cost and with no travel expenses.

Thank you for your consideration.

Sincerely,

**[Signature]**