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**Subject: Request to attend Board Beyond 2023**

I’m writing to request approval to attend Board Beyond, a free one-day event taking place **on May 16th** in London.

The conference by Board International is a fantastic chance for me to understand how to accelerate transformation within the business to increase value and productivity. I’m keen to learn more about the latest solutions in the market and why they present the incredible prospect of leaving spreadsheets and legacy processes behind and adopting a new, intelligent way to plan.

In addition to inspirational keynotes, real-world case studies from global companies, and rare networking opportunities, the conference details the Intelligent Planning revolution, a concept we must learn more about to remain competitive and navigate our current market with greater agility.

And the best part of all of this? It is free to attend!

I can’t imagine a more cost-effective way to learn about the latest technologies to enhance our operations. In short, this is a conference we cannot afford to miss, and with it, I’d like to focus on finding solutions and best practices that will benefit these projects:

• [add project or initiative]

• [add project or initiative]

**Here’s an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare/Ground Transportation: | $ XX |
| Accommodation:  Registration Fee: | $ XX  $ FREE |
| Total: | $ **XXX** |
|  |  |

I will share a post-conference summary with an action plan to help us optimize our investment in Board.

Thank you for considering this request.

Regards,