

Dear **[Supervisor or Colleague]**,

I'm writing to request permission to attend the Modern Governance Summit, Diligent's Client Conference, taking place September 12-14 in Austin, TX. As you know, we utilize Diligent's 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 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 all meals during the program. I can take advantage of discounted rates as well as book a hotel room with a special Diligent discount. This will allow me to attend the conference at the lowest cost possible.

Thank you for your consideration.

Sincerely,
[Signature]