

Dear **[Supervisor or Colleague]**,

I'm writing to request permission to attend the virtual Modern Governance Summit, the premier governance conference, taking place September 12–14 in Austin, TX. As we consider using new management tools to enhance our governance practices, this annual conference will equip me as a board **[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 technology to manage boards in creative and innovative ways.
- Consider how we can improve the efficiency and effectiveness of our board management efforts.
- Deepen my usage of board and entity management tools 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]