

Request to Attend 2019 Summit by Dynamic Signal

To: Insert Manager Name

Subject: Request to Attend Summit by Dynamic Signal

Dear [Manager Name],

I would like to request approval to attend [Summit by Dynamic Signal](#) on Oct. 16th & 17th, 2019, at the [Bently Reserve](#) in San Francisco. I think Summit will be a great learning opportunity because it's bringing together communicators, marketers, and human resource executives from many of the world's leading companies who all are eager to discuss best practices on connecting with their employees to improve employee brand and drive growth.

Day One is a full slate of interactive workshops with an emphasis on actionable strategies and hands-on sessions. Day Two features an inspiring lineup of business leaders who will share insights about how they're elevating the employee experience in their organizations.

This is the approximate cost of my attending the Dynamic Signal Summit:

Registration: \$

Airfare: \$

Hotel: \$

Meals: \$

Other Expenses: \$

Total cost: \$

By attending the Summit, I believe I can have a positive impact on transforming the employee experience at our organization. Thank you for considering this request and please let me know if you have any questions.

Best,
Name