**Subject:** Gamma GX Summit 2020 – Request to Attend

**Event Date:** Tuesday 16th June 2020   
**Location:** Institute of Engineering & Technology, London  
**Cost to attend:** Free

Dear <Manager’s name>,

I’d like to ask for your approval to attend the **Gamma GX Summit 2020** on **Tuesday 16th June** at the **Institute of Engineering & Technology, London**.

This one-day conference brings together IT leaders from a range of sectors to learn about current developments in Digital Transformation, industry best practice and the latest technological innovations.

GX Summit 2020 speakers, attendees and sponsors are at the forefront of the industry. This is a great opportunity to find out how they stay ahead of the curve and how we can apply these practices to <insert your company name>. In fact, 100% of last year’s attendees said they gained actionable insight to help in their work life.

The event will be attended by up to 200 IT leaders at different stages of Digital Transformation; so I’ll have the opportunity to make new connections and network with peers who are focused on some of the same challenges as I am. Additionally, I will meet potential new partners and suppliers who could help us with <insert current challenge/issue you are facing>.

GX Summit 2020 is a free-to-attend event and I have outlined an approximate breakdown of expense to attend below:

<Insert your estimated expenses in the lines below>

*Event attendance: Free  
 Travel: £  
 Accommodation: £  
 Other expenses: £*

***Total investment: £***

If you’d like to learn more about the conference schedule and benefits of attending, more information is available at <https://lp.gamma.co.uk/GX-Summit-20>.

I believe the insight I will gain at GX Summit 2020 will be highly beneficial for both my own personal development and the wider team.

Thank you for your consideration.

Regards,

<Your name>