**To:**

**From:**

**Re: Approval to Attend Archer Summit 2021**

Dear [Manager],

I'm writing for approval to attend the annual Archer user conference, Archer Summit 2021, taking place on September 13 – 15, 2021 in Orlando, FL.

Archer Summit is considered the premier event for risk professionals looking to thrive in the evolving world of digital business. The curriculum delivers over 100 training and educational sessions that would be open for my attendance including [fill in information here about specific emphasis of learning that you require].

The knowledge, skills, and the connections I can make at, Archer Summit 2021 provide valuable benefits to increase my value to the company, such as:

* Understand which Archer solutions are right for our specific challenges, so we can make smarter use of our technology budget
* Do more with the technologies already in place, to help us stay competitive and keep costs down
* Build my in-house skills at a lower cost than hiring a third-party consultant
* Meet with Archer experts to get the latest updates and answers about challenges and pain points
* Plug into a worldwide network of knowledgeable professionals who share ideas on how to accomplish more with less and keep costs down without sacrificing innovation
* Connect with other attendees and hear Archer partners talk about how successful companies tackle their risk issues.

By attending Archer Summit I’ll become a more asset to our organization and can better leverage the Archer investment to yield a greater ROI.

If you’d like more information about Archer Summit 2021 check out [www.archerirm.com](http://www.archerirm.com) I’m also happy to answer any questions you may have. Please keep in mind that the sooner I register, the more we can save on on-site rates, and the greater the likelihood that we’ll secure more affordable travel and hotel rates.

Thank you for considering this request. I look forward to your reply.

Regards,