Dear [Manager],

I am writing to request approval for myself and other members of our team to attend the upcoming Avetta Summit in London on 25 September. The Avetta Summit is a valuable opportunity for us to gain deeper insight into the Avetta programme and its benefits for our organisation.

This one-day event brings together industry experts, thought leaders and Avetta users from around the world. There will be a range of sessions and workshops covering topics such as supply chain risk management, health and safety, compliance and sustainability. By attending the summit, we will have the opportunity to learn from leading experts, share best practice, and network with our peers. I will also be able to earn Continuing Professional Development (CPD) credits through participation.

In terms of return on investment, attending the Avetta Summit will enable us to:

* **Improve risk management and safety** – By learning more about the Avetta programme and its capabilities, we will be better equipped to manage supply chain risks and enhance safety performance
* **Increase efficiency** – Avetta helps streamline supplier pre-qualification and verification processes, enabling us to focus on core business activities and improve operational efficiency
* **Enhance supplier relationships** – A better understanding of Avetta’s platform will allow us to strengthen our relationships with suppliers and collaborate more effectively
* **Maintain a competitive edge** – Staying up to date with the latest trends and best practice in supply chain risk management helps us remain proactive and competitive in the market

I believe that attending the Avetta Summit will be a strong investment in our team’s development and our organisation’s continued success.

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

Kind regards,