Dear [Manager],

I am writing to request approval for myself and other members of our team to attend the upcoming Avetta Summit in Sydney, NSW from 20–22 October. The Avetta Summit is a unique opportunity for us to learn more about the Avetta programme and its benefits for our organisation.

The Avetta Summit is a two-day event that brings together industry experts, thought leaders, and Avetta users from around the world. There will be a range of sessions and workshops on topics such as supply chain risk management, safety, compliance, and sustainability. By attending the Summit, we will have the opportunity to learn from experts, share best practices, and network with our peers.

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 our supply chain risks and improve safety performance.
* **Increase efficiency** – Avetta helps streamline supplier prequalification and verification processes, allowing us to focus on core business activities and improve operational efficiency.
* **Enhance supplier relationships** – By using Avetta, we can strengthen our supplier relationships and collaborate more effectively with our partners.
* **Stay competitive** – By staying up to date with the latest trends and best practices in supply chain risk management, we can maintain our competitive edge and position ourselves as leaders in our industry.

I believe that attending the Avetta Summit will be an excellent investment in our organisation’s future.

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

Sincerely,