

Dear [Insert Name],

I am requesting approval to attend Pendulum Summit 2018, January 10th and 11th at the Convention Centre, Dublin.

Pendulum Summit is the world's leading business and self-empowerment summit. Their mission is to enable individuals, entrepreneurs and businesses to achieve excellence by asking the best minds from around the world to stimulate disruptive, game-changing and visionary thinking.

A large proportion of companies that attend Pendulum Summit are already running successful internal leadership and developmental programmes. They however realise the significant added value of Pendulum Summit in providing their teams with once in a lifetime opportunities to hear from the most valued and sought after speakers on the planet. The speakers challenge delegates to move outside of their comfort zone and offer them a fresh, outward perspectives. They help delegates transform the ordinary to the extraordinary, build resilience and high performing teams.

Visit www.pendulumsummit.com

How will this benefit [Insert Company Name]?

Pendulum Summit delivers fresh perspectives and market tested strategies to help individuals and businesses grow. If you have always had an insatiable appetite to excel, Pendulum Summit is for you. They bring together the world's most influential thought leaders and visionaries to deliver a series of interactive propositions to address authenticity, efficiency, wealth and creativity. They place a strong emphasis on addressing topics that stretch across our communities and boardrooms such as diversity, inclusion, culture and productivity. CPD points are also available.

These are the types of breakthrough insights I'll gain at Pendulum Summit - and can bring back and put to work at [Insert Company Name].

While at Pendulum Summit 2018, I will attend the following sessions on:

Self-Empowerment

Authentic Relationships

Leadership and Team Performance

Business Excellence

Professional and Wealth Elevation

Here's a breakdown of my approximate conference costs:

Airfare:

Transportation:

Hotel:

Meals:

Conference Fee:

Total conference cost of €

When I return from Pendulum Summit, I will prepare a post-conference summary, including detailed recommendations that can further our [Insert Initiatives].

Pendulum Summit will help me continue the momentum of achieving excellence at [Insert Company Name] - and learn skills that can differentiate our company so we can better attract top talent, and retain the valuable employees we have today.

Thank you for your consideration.

Regards,

[Insert your name]