Dear **[Supervisor or Colleague],**

I’m writing to request permission to attend the BoardEffectAnnual Conference: BE Savvy, September 28 to September 30 in Baltimore, Maryland. As you know, we utilize BoardEffect’s board portal to enhance our Board’s workflow. Their annual conference provides BoardEffect administrators and users with best practices in leveraging the board management platform to drive board collaboration and engagement and make the best use of our time and resources.

The theme of the conference this year is Communities of Learning. I will be connecting with other BoardEffect users to form user communities across the network of BoardEffect Administrators. Here are just a few of the reasons I want to attend:

* Explore BoardEffect’s product vision and roadmap.
* Learn how other boards are using technology to successfully collaborate, advance their mission, and elevate their organization’s impact.
* Consider how we can improve the efficiency and effectiveness of our board management efforts.
* Deepen my usage of BoardEffect to foster a high-performing board through hands on, interactive sessions.
* Network with hundreds of my peers and discover how they are using BoardEffect in creative and innovative ways.

If I register for the conference before July 5, I can take advantage of the early-bird rate and reserve a hotel room before the special BoardEffect rate ends, which allows me to attend the conference at the lowest cost possible.

Thank you for your consideration on this matter.

Sincerely,

**[Signature]**