

Dear **[Name]**,

I would like to request approval to attend the Global Excel Summit, which takes place on 20-21 May 2026 in London and online.

The conference focuses on Microsoft Excel and is the world's leading gathering of experts and enthusiasts. It showcases inspiring innovations and insights from industry leaders like Leila Gharani, Chandoo, and Ken Puls.

The three days focus on upskilling and inspiring teams and individuals to achieve greater productivity and efficiency in their work.

Notable highlights include:

- A broad range of practical content, including specialised tracks such as Data Visualisation and Analytics, Finance and Accounting, Formulas and Automation, Tech and Innovation, and the Power Stack.
- Masterclasses that delve into Excel's advanced features and are designed to equip participants with some of the most sought-after skills in the workplace.
- Opportunity to connect with like-minded professionals, industry leaders, and Microsoft MVPs.

Additionally, attending this CPD-accredited event will add 20+ points to my Continuing Professional Development record, recognising this strategic investment in my skills and proficiency.

Please find a breakdown of the requested budget below – I would be grateful for your steer on my attendance by **[date]**.

[budget breakdown: tickets, travel & accommodation, sustenance]

Additional information on pricing and options can be found [here](#).

Kind regards,

[Name]