

**Subject:** Request to attend the FT Future of Retail Summit

Dear [Manager],

I would like approval to attend FT Future of Retail Summit, organised by FT Live, the events division of the Financial Times.

The event brings together senior leaders, policymakers, investors and industry experts to examine the key issues shaping the retail, including AI & Automation, Cybersecurity, and Social Commerce. You can find more details here: <https://retail.live.ft.com/home>

At a time of rapid change across markets and regulation, the programme offers an efficient opportunity to hear strategic perspectives, gain market insight and understand how leading organisations are responding to the challenges facing the sector.

The event has already attracted senior representatives from organisations such as Sainsbury's, Papier, and Netflix,, providing a strong opportunity to benchmark against peers and engage with key players in the market.

Attending would help us:

- stay informed about important developments affecting [industry]
- hear directly from senior decision-makers and independent experts
- benchmark our thinking against peers and competitors
- identify relevant contacts, ideas or opportunities
- bring back insights and takeaways to share with the wider team

Following the event, I will circulate a short summary of key insights and recommendations relevant to our work.

Please let me know if you would like me to share any additional details.

Best regards,

[Name]