

Dear Manager,

I would like to request your approval to attend the UXINDIA 2026 Leadership Summit, taking place in Bengaluru from 23–25 September 2026.

The summit brings together design executives, product leaders, innovation experts, and business strategists to discuss design leadership, AI transformation, customer experience, product strategy, and organizational innovation.

Why this is valuable for our team:

- **Stronger leadership capabilities** – Sessions focus on leading high-performing teams and driving design-led innovation.
- **Practical AI strategies** – The conference explores how AI is transforming design and product development, with frameworks I can apply to our projects.
- **Industry best practices** – Learning from global leaders will bring actionable ideas for collaboration, customer experience, and product outcomes.
- **Knowledge-sharing** – I'll prepare a session afterward to share key learnings and recommendations with the team.
- **Network expansion** – The event offers opportunities to connect with senior leaders across industries.

The investment goes beyond individual development — it can improve team effectiveness, leadership capability, and decision-making by bringing in proven practices from leading organizations.

I believe attending this summit will help me contribute more strategically to our organization. Thank you for considering my request.

Sincerely,

[Your name]