**Request to attend PSOW’s highly anticipated Global Education Summit**

Dear [Name],

I’m writing to ask for approval to attend The Protocol School of Washington’s Global Education Summit – the premier educational event on protocol, etiquette and cultural understanding – being held August 7-10, 2024, in McLean, Virginia.

During this comprehensive four-day period, I will choose from educational sessions by recognized experts, earn continuing education credits, and networking with global executives, government and military leaders, diplomats, marketers, event planners, entrepreneurs, protocol professionals, and business etiquette experts.

Attendance includes **three full days of learning, networking and best practice sharing**. I will learn about the latest trends and methodologies from industry experts and The Protocol School of Washington. I am excited that I will be able to bring back and share my newly enhanced knowledge to support our organization’s goals.

I will participate in as many educational and networking opportunities as possible, with a focus on:

• Best practices related to [add project or initiative]   
• Solutions to [add project or initiative]   
• Professional development skills in [add project or initiative]   
• Developing relationships and a network of industry professionals

This special event, held only every five years, is the most impactful way to collaborate with thought leaders who understand how respect and cultural sensitivity can take us to a new level of global understanding.

**Here’s an approximate breakdown of the costs:**

Airfare: $ X

Transportation: $ approx.

Hotel: The Ritz-Carlton, Tysons Corner (group rate available): $++ (3 nights)

Registration Fee: $1,750 (update if graduate or group discount applies)

**Total: $ X**

I would like to register for this event as soon as possible to access the most favorable registration rate and travel costs. Please let me know by [add date] if I have approval to attend this valuable event.

Thank you for considering this request. I look forward to your reply.

Sincerely,

[Your Name]