Justification Letter

Hi [insert name here],

I would like to attend the [6th Annual Xeneta Summit](https://www.xeneta.com/summit) from the 9-11 of November, at the Ehemaliges Hauptzollamt, in Hamburg, Germany. This is an exclusive, customer-only, conference that brings together ocean and air freight procurement, logistics and supply chain professionals from around the globe for in-depth market discussions, in-depth product demonstrations, hands-on learning with Xeneta freight experts and a first look at future products.

Here is a list of the sessions that I plan to attend, which will help with my current projects:

* [insert session name here] *[\*check out the* [*agenda here*](https://www.xeneta.com/summit)*]*

*[for shippers]* This summit is important for getting the most out of our Xeneta subscription, as the Shipper Track will give me guidance on how to turn market dynamics and regulation into real, actionable insights for improved business ROI.

*[for freight forwards]* This summit is important for getting the most out of our Xeneta subscription, as the Freight Forwarder Track will focus on real-world examples of how to integrate Xeneta directly into our workflow to achieve scale.

I have broken down the cost of my attendance:

|  |  |
| --- | --- |
| Transportation:   (air or rail fare) | €\_\_\_\_\_\_  [*insert cost here*] |
| Hotel Accommodations: | €\_\_\_\_\_\_  [*insert cost here*] |
| Registration Fee: | €\_\_\_\_\_\_  *[\*check out the* [*ticket fee here]*](https://www.xeneta.com/summit) |
| Expenses  (lunch, refreshment breaks, and dinner are included) | € 0 |
| **Projected Total Costs:** | €\_\_\_\_\_\_  [*insert cost here*] |

I think that you will agree after a two-year hiatus from in-person learning and networking opportunities, the benefits of attending the summit are an integral part of us continuing to benefit from the freight rate data intelligence we access through Xeneta and being active in the shipping community.

I hope you share my interest and will support my request.

Thank you for your consideration.

[your name]