Justification Letter

Hi [insert name here],

I would like to attend the [7th Annual Xeneta Summit](https://www.xeneta.com/summit) from October 25-26 in Amsterdam, NL. This exclusive, customer-only conference brings together ocean and air freight procurement, logistics, and supply chain professionals from around the globe for in-depth market discussions, hands-on learning with Xeneta freight experts, and a first look at future products.

Previous keynote speakers such as Rolf Habben Jansen – CEO, Hapag-Lloyd, Johan Sigsgaard - Global Head of Ocean Products - Senior Vice President, A.P. Moller – Maersk, Daniel B. Maffei, Chairman, Federal Maritime Commission (FMC), Dominic Kennedy, Former Managing Director, Virgin Atlantic Cargo, Massimo Rossetti, Director, Air Product Latin America, Agility, Peter Tirschwell, Vice President, Maritime & Trade, S&P Global Market Intelligence (JOC. com) discussed hot topics like sustainability, indexing and air freight.

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 essential for getting the most out of our Xeneta subscription, as the Shipper Track will guide me on how to turn market dynamics and regulation into real, actionable insights for improved business ROI.

*[for logistic service providers]* This summit is essential for getting the most out of our Xeneta subscription, as the LSP 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 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]