

Subject: Request to Attend Rithum LIVE – 9 October 2025, London

Dear [Name],

I'm writing to request approval to attend **Rithum LIVE** on **9 October 2025** in London—a private, invite-only summit hosted by Rithum and tailored for senior leaders in e-commerce and retail.

I've received a personal invitation to this one-day event, which will convene experts from leading brands and retailers to exchange ideas, address common challenges, and explore future-facing strategies to remain agile in today's rapidly evolving commerce landscape.

Here's how attending Rithum LIVE would benefit our team:

- **Actionable insights from industry peers** | Sessions will cover how others are responding to shifting buyer behaviour, the acceleration of AI, and ongoing supply chain pressures—all highly relevant to our current priorities.
- **First-hand view of Rithum's product roadmap** | The event includes a preview of Rithum's strategic direction and forthcoming innovations, which will help us align our planning with future platform developments.
- **Valuable peer networking** | The agenda is designed with structured opportunities to connect with other senior leaders from across our sector.
- **High-impact, efficient format** | It's a single-day event with all content, meals, and networking included—delivered in a concise, well-organised programme.

I believe participating in Rithum LIVE will provide fresh perspectives, strengthen our industry relationships, and deliver ideas we can act on immediately.

Thank you for considering this request.