



Hi [NAME],

I'm seeking approval to attend the 2026 VC Platform Global Summit, taking place April 13-15 in San Diego. This is the premier annual gathering of platform professionals across the venture industry, and this year marks the Summit's 10th anniversary and first move to the West Coast, bringing it closer to the firms and operators who shape the heart of the ecosystem.

The Summit convenes 500+ leaders from hundreds of VC firms worldwide, with content designed specifically for platform functions – portfolio support, GTM, community, marketing, ops, talent, data, and firm strategy. Programming includes hands-on workshops, actionable case studies, and small-group discussions built around real operator challenges. Past participants include leaders from a16z, NEA, Bain Capital Ventures, Insight Partners, USV, and many more.

How This Benefits Our Firm

Attending will directly support our work at [FIRM NAME] by enabling me to:

- Build relationships across top-tier VC platform teams that can support sourcing, portfolio needs, and peer benchmarking
- Bring back new playbooks, frameworks, and tools that can strengthen our programs
- Stay current on industry trends, benchmarks, and evolving platform best practices
- Participate in curated peer matchmaking to problem-solve and exchange practical approaches that I can apply immediately

Optional SF Immersion Day:

For the first time, attendees can participate in a post-Summit immersion day in San Francisco on April 16, which includes co-working and ecosystem activities with nearby funds and operators. This provides an additional opportunity to deepen relationships and gather insights from the broader Bay Area venture community.

What I'll Deliver After

I'll share a brief summary with key takeaways, new ideas to evaluate, and 3-5 concrete recommendations for improving founder support and firm-level platform strategy.

Estimated Investment

Total request: [INSERT \$], covering:

- Ticket: \$[price]
- Flight: \$[estimate]
- Hotel (Marriott Marquis group rate): \$[\$329 × nights]

Thank you for considering this request. I'm confident attending will meaningfully enhance the value I bring to our founders, our team, and the firm.

Sincerely,

[NAME]