To: *[Insert name]*

From: *[Insert name]*

Date: *[Insert date]*

Re: Request to attend View From the E-Suite: Women’s Professional Empowerment Symposium

The 5th Annual View From the E-Suite: Women’s Professional Empowerment Symposium will be held on October 12 – 13, 2023 in Silver Spring, Maryland. The 2-day View From the E-Suite Women's Professional Empowerment Symposium is intended to provide women with the tools needed to take control of their professional lives, resulting in increased satisfaction and engagement. The first day focuses on career and leadership, and the second day focuses on business acumen and intrapreneurship. This is one of the few live conferences that is designed for professional women at the middle management level or higher, who have committed to continuous growth.

I am requesting your support for my attendance at this premier training event. I believe that in addition to benefitting me both personally and professionally, my attendance at this training program will greatly benefit [*name of your company/agency*] because the training aligns with leadership competencies that will make me a more valuable asset to [*name of your company/agency*].

This event is hosted by a Maryland-based nonprofit – Pathways To Excellence, Inc. – that provides year-round programming to under-represented groups. For the past year, Pathways To Excellence, Inc. has worked alongside Worksource Montgomery as one of few Workforce Recovery Network partners. To this end, Pathways To Excellence, Inc. is attuned to the changing workforce landscape, and has designed content to that is relevant to lead for the future. Workshops and plenaries will include career and professional development topics as well as personal development. All of the sessions and offerings will directly increase my knowledge of business and career practices and will enhance my performance on behalf of [*name of your company/agency*].

I have reviewed my [insert appropriate reference: *professional development plan; individual development plan; learning plan*] and believe the sessions listed on the attached document will help me a great deal to accomplish the goals we have created and will also meet organizational goals and objectives. An overview of the event can be found at: <https://hopin.com/events/2023esuite>. I believe these sessions will be of particular interest and value to our agency/organization and priorities:

• *Insert list of presentations here, and note how each may relate to a current or upcoming project/need:*

The registration fee is $999 before July 31, 2023, and $1,249 between August 1 and September 30, 2023. This price is significantly lower than comparable programs that range between $1,495 for 1-day, to $7,400 for 4 days. Further, previous year attendees have reported career improving results within 30 days of attending the symposium.

I would like to meet with you after the symposium to discuss significant takeaways, tips, and recommended actions to maximize the investment in the training I receive. Additionally, I am also willing to present briefings to key personnel who are unable to attend to increase the benefit to [*name of your company/agency*].

Thank you again for considering my attendance at this important training program.

Respectfully,

[Insert Signature]

[Insert Name]

[Insert Position Title]