*Dear / Hey (insert your Boss's name)*,

I am submitting an official request to attend the Empowering Women in Industry virtual conference on August 1st, 2020. [*Insert your company name]* has always conveyed its commitment to the continued growth of its employees, so I’m taking a moment to humbly request your support for my professional development as this is a great opportunity to establish connections with industry professionals and potential partners that may benefit our organization.

Empowering Women 2020 is an educational and networking conference specifically for women in traditionally male-dominated industries. The conference features a full day of lectures, discussion panels and interactive breakout sessions on topics around diversity, inclusion, advocacy, building allies and growing networks, cultivating strengths, and bringing quality education back to apply at the workplace.

When I attend the Empowering Women in Industry 2020 virtual conference, I will be a proud representative of [*Insert your company name]*, not only showing our company’s support for women in industry, but networking with their sponsoring companies – which include Xylem, Lift Leadership, ABB, Mueller, Vaughan, Taco Comfort Solutions, Grundfo, Sulzer, Engineered Software Inc., Turbomachinery Laboratory, Influential Women in Manufacturing, and other Women’s Groups in our industry. *[keep or delete the companies listed that will be the most influential in convincing your boss you will be meeting the ‘right’ group of people with whom to network*].

If you are concerned about covering the cost of this conference, I assure you that I will do everything in my power to make this most cost-effective for the company. For example, I can take advantage of the ‘early bird’ pricing – if I am able to register by June 30th, then the registration fee is $99 instead of $129. I am confident this investment will pay off in more efficient practices, proven solutions, new insights and ideas for our company. After attending this conference, I can provide a report of my key takeaways and recommended actions to our team. [If you’d like, you can *insert some specific goals here…some thoughts:* *recruit and retain more women / capitalize on the contacts I made at the conference*].

I understand you may need some time to deliberate on this request, so please let me know if we can arrive at a decision within one week’s time. If you would like to discuss this event, or how we may get maximum value from my participation at this event, I’d be happy to sit down and discuss ways we can amplify our brand and mission.

I appreciate your role in empowering me and look forward to receiving your support.

*Sincerely,*

[*Insert Your Name, Title, Contact Info, etc.*]

Here are the costs associated with attending this conference (\*Reminder: I’m worth the investment!):

* Registration fee: $

Here are 3 ways in which I feel our company will directly benefit from my participation at this conference:

* One
* Two
* Three