



Dear (Manager's Name),

I'm thrilled to submit this request to attend the upcoming Women Lead Change Conference: Cedar Rapids on April 24-25, 2024. WLC provides education and professional development for leaders like me who are driven to exceed expectations. This is an opportunity for me to develop the exact skills I need to increase my performance and find innovative solutions to organizational challenges. At a cost of \$575 for two days of development, it is a cost-effective way to ensure my development as a leader.

BY ATTENDING THIS EVENT, I WILL:

- Gain insights from guest speakers who are experts in various areas of leadership development.
- Get tactical advice on managing change, inclusive workplaces, including best practices for diversity, equity, and inclusion, and much more.
- Be equipped with a robust follow-up discussion guide that can be shared with my peers.
- Peer-to-peer networking, learning valuable information that comes from diversity of thought.

TOTAL INVESTMENT: \$575 FOR TWO-DAY CONFERENCE. REGISTRATION INCLUDES:

- Access to the live conference including eight keynote presentations, and the option to attend a variety of breakout sessions in four different tracks
- Virtual engagement with all conference attendees through the event app
- Post-event discussion guide that I can bring back to discuss with our entire team
- Option to view entire conference for seven days following close
- All speaker materials, worksheets, and handouts

I am including the link that details the agenda, speakers, topics, and objectives.

ABOUT WOMEN LEAD CHANGE:

Women Lead Change is a non-partisan, 501(c)3 non-profit organization dedicated to the development, advancement, and promotion of women, their organizations, and to impacting the economy and future workforce. In short, Women Lead Change works to advance women leaders.

Thank you for the consideration of my request. I would sincerely appreciate your approval so that we may take advantage of this game-changing opportunity. I hope we can work together in support of my professional development as an investment in the future of our organization.

Sincerely,
(Insert Name)