

Dear **[Insert Name]**,

As we all work to meet the demands of a new and changing world and rise to the challenge set by the on-going COVID-19 public health crisis, I would like to explore new ways to improve my leadership capabilities and enhance my ability to lead my team effectively.

I'm writing to ask you for your approval to experience Linkage's **On-Demand Women in Leadership Institute**[™] (WIL).

This on-demand, virtual conference is designed to empower women leaders to become more effective leaders and scale the hurdles to advancement.

Here is a little about the conference: WIL is an exceptional leadership development opportunity for high-potential and high-performing women leaders. There are world-class keynote speakers, small group learning opportunities, and hands-on learning experiences. This conference is available 100% virtually and on-demand through January 31, 2022, giving me the opportunity to fit the experience into my schedule.

The overall ROI is clear: Because WIL is based on Linkage's Advancing Women Leaders model and their research on the seven hurdles women face in the workplace, I'll learn actionable strategies and best practices when it comes to maximizing my potential as a woman leader.

Attending WIL would especially help me address the goals we discussed at my last performance review. Here is an approximate breakdown of costs associated with this conference:

On-Demand Keynotes GOLD	On-Demand Keynotes PLUS	On-Demand Keynotes
\$1,098	\$798	\$498
<i>Everything in the Keynotes PLUS package plus 2 Master Classes for 13 hours of leadership development.</i>	<i>Combine access to virtual Keynotes with virtual Master Classes. 11 hours of leadership development.</i>	<i>Gain access to virtual Keynotes. 9 hours of leadership development.</i>

I would be happy to submit a report that would include major takeaways and a summary of how I will implement the leadership best practices and insights provided to me at the event. I can also share insights with other departments looking to make a similar commitment to leadership development.

Thank you for considering this request. I look forward to your reply.

Regards,