

Dear <Insert Manager's 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 attend Linkage's **Women in Leadership Institute™** (WIL) on November 2-5, 2021. This conference is offered in-person in Orlando, Florida, or through a 100% virtual experience. **Whether I attend in-person or virtually, I feel this experience would help me ascend to new leadership heights.**

Here is a little bit about this 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.

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. As part of the WIL experience, I would get to complete an Advancing Women Leaders Assessment, giving me invaluable insights into my leadership strengths and opportunities. Then, I'll get to unpack these results and reflect on how the event content applies to my individual leadership development. **I truly believe these skills are vital at this critical time.**

Attending WIL would especially help me address the goals we discussed at my last performance review <add some additional information unique to your review here>.

Here is an approximate breakdown of costs associated with this conference:

In-Person All-Access in Orlando, Florida Registration Fee: \$3,695 Airfare: Transportation: Hotel (5 nights at \$235): Meals (5 nights at \$X):	Virtual Experience Virtual Keynotes Pass (\$995) or Virtual Keynotes PLUS Pass (\$1,595) <ul style="list-style-type: none">• 50% off until June 30• 30% off until August 31• 10% off until September 10
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Upon my return, 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,