Dear [MANAGER’S NAME],

I’m writing to request your approval to attend the [California Conference for Women](https://www.caconferenceforwomen.org/conference/) this March, during Women’s History Month. This Conference is part of the largest network of women’s professional conferences in the nation.

The cost to attend is $325 for full access to the [In-Person event](https://www.caconferenceforwomen.org/conference/in-person/) on March 1st, the [Virtual event](https://www.caconferenceforwomen.org/conference/anywhere/) on March 2nd, and 30 days of on-demand access for select content. The cost for access to the [Virtual event](https://www.caconferenceforwomen.org/conference/anywhere/) on March 2nd plus 30 days of on-demand access is only $175.

The [Conference](https://www.caconferenceforwomen.org/conference/) covers a range of topics relevant to professional and personal development for women in the workplace —including building community for hybrid and remote teams, leadership strategies for the new world of work, and creating inclusive workplaces that thrive. More information, including this year’s complete program agenda, is available at [caconferenceforwomen.org](https://www.caconferenceforwomen.org/conference/). Speakers include Misty Copeland, Kelly Corrigan, Naomi Osaka, Ginni Rometty, Constance Wu, and more.

Last year’s attendees overwhelmingly (86%) reported that they felt better able to meet the professional challenges of the moment because they attended. I hope to leave the event with learnings and resources I can bring back to my team right away.

Thank you for taking the time to review this request.

Sincerely,

[YOUR NAME]

