Dear [MANAGER’S NAME],

I’m writing to request your approval to attend the California Conference for Women on February 29, 2024 at the Santa Clara Convention Center. The 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, effective and inclusive communication, and leadership strategies for the new world of work.

This Conference is part of the largest network of women’s professional conferences in the nation. The cost to attend is $325 for an individual, or $3,250 for a table of ten, until October 15th. Starting October 16th, prices increase to $350 for an individual and $3,500 for a table of ten. More information, including this year’s complete program agenda, is available at [caconferenceforwomen.org](https://www.caconferenceforwomen.org/conference/).

Former New Zealand Prime Minister Jacinda Ardern, known for ushering in a new era of strong, empathetic leadership, will be one of the keynote speakers.

Also appearing is Dr. Joy Buolamwini, artificial intelligence expert, artist, and founder of the Algorithmic Justice League, whose keynote will explore equitable and accountable progress*.*

These are just a few of the dozens of speakers who will share their stories, insights, and practical, actionable advice. They will join a luminous roster of past Conference speakers, including Amal Clooney, Malala Yousafzai, Lisa Ling, Dr. Brené Brown, Serena Williams, Michelle Obama, Eva Longoria, Dr. Jane Goodall, Shonda Rhimes, Dolores Huerta, Stacey Abrams, and many others.

The Conference will also provide a unique opportunity for connection – not only with my peers, but with thousands of professional women and allies in attendance. Past year’s attendees have reported that they felt better able to meet the professional challenges of the moment because they attended. I am eager to grow from the helpful tips and resources that the Conference will provide, and to bring these learnings back to our workplace to strengthen our team.

Thank you for taking the time to review this request.

Sincerely,

[YOUR NAME]

