



## Letter to Employer

**You may customize this letter to share with your employer to solicit the support of your attendance.**

**To: Human Resources Specialist (or appropriate title)**

**From: [your name and title]**

**Subject: HEYMISS PROGRESS Black Women's Leadership Conference**

**May 2-3, 2019, Madison, WI**

**Date: [Today's date]**

Dear \_\_\_\_\_,

I write to request approval to attend the 4th Annual Black Women's Leadership Conference (BWLC): May 2-3, 2019 in Madison, WI. This professional development conference provides an exclusive opportunity to hear from experts and industry thought leaders as well as the chance to interact with more than 300 women from throughout the State of Wisconsin and Midwest Region. The event offers two days of fireside chats, intimate interviews, master level strategic sessions, career coaching, panel discussions and more! I will be interacting and learning from several of the best and brightest industry professionals while also refining my leadership skill set. The conference agenda can be found at [www.blackwomensleadershipconference.com](http://www.blackwomensleadershipconference.com).

My attendance will allow me to:

**Expand My Knowledge Base** by gaining an exclusive opportunity to personally interact with local and national thought leaders in education, human resources, management, career development, marketing, and communications, social work, psychology and human development, and health and wellness.

**Take Home Tools** through hands-on exercises and working groups. I will bring back invaluable lessons learned, case studies, and success stories.

**Develop Leadership Skills** as a participant in a platform to develop key competencies aiding effective leadership. Attendance affords opportunities to establish mentoring and coaching relationships. The BWLC community is a supportive, empowering network of intelligent, prominent and influential women who have "been there and done that," and want to share their challenges and successes.

The full price to attend is \$129, which includes a complimentary professional headshot, meals and conference workbook among other tools for success. (*Registration:* [www.blackwomensleadershipconference.com](http://www.blackwomensleadershipconference.com) )

(Please note the early bird rate of \$97 through March 31, 2019)

The opportunity for me to improve, develop, network, and gain make my attendance to BWLC 2019 a wise investment. I plan to submit a summary of my learnings and opportunities upon my return. Thank you for your consideration. Please do not hesitate to contact me to discuss my attendance at the 4th Annual Black Women's Leadership Conference further. I look forward to your decision.

Sincerely,

(YOUR NAME)