Dear [MANAGER’S NAME],

I’m requesting your approval to attend the 25th annual Texas Conference for Women on October 2, 2024, at the Austin Convention Center.

The Conference covers a range of topics relevant to professional and personal development for women in the workplace, including cultural and individual well-being, effective and inclusive communication, and leadership strategies.  Attending this event alongside thousands of others will provide a unique and lasting opportunity for connection – not only with my peers, but with professional women and allies from all experience levels and backgrounds.  I am eager to bring resources and learnings from the Conference back to strengthen our team.

This Conference is part of the largest network of women’s professional conferences nationwide. The cost to attend is $350 for an individual or $3,500 for a table of ten, which includes complimentary admission to the virtual National Conference for Women event during Women’s History Month on March 5, 2025 for continued professional development in the new year.  More information is available at [txconferenceforwomen.org](https://www.txconferenceforwomen.org/conference/).

Julia Louis-Dreyfus, award-winning actor, producer, and host, will be one of the keynote speakers.  She will share stories from her experiences in finding and using her voice, the value of inclusive cultures, and much more.

Tabitha Brown will also speak.  With her signature uplifting outlook and unflappable positivity, she will share her hard-earned insights into trying new things, finding success on your terms, living with intention, and leveraging kindness and love to live better.  She is the antidote to the overwhelm that we all need right now.

These are just two of dozens of speakers who will share their stories, insights, and actionable advice, as the Conference’s luminous roster of past speakers have, including former Prime Minister of New Zealand Jacinda Ardern, Brené Brown, Mallika Chopra, Amal Clooney, Viola Davis, Adam Grant, Melinda French Gates, Doris Kearns Goodwin, Indra Nooyi, Sheryl Sandberg, Diane von Furstenberg, Reese Witherspoon, Malala Yousafzai, and many others.

Past attendees of this Conference reported that they felt better able to meet the professional challenges of the moment after attending.  Given the event’s quality of content, robust program, and accessible price point, this is a growth opportunity that I do not want to miss.

Thank you for taking the time to review this request.

Sincerely,

[YOUR NAME]