

LETTER to your BOSS

Use this draft letter you to request approval to attend the

8th Annual Best Companies for Multicultural Women National Conference, July 27-28, 2010 at the Sheraton Hotel & Towers in New York City

Subject: Request for Authorization to attend Multicultural Women National Conference

Dear [Name of your manager/decision maker]

I would like to request your approval for me and/or ___ # of my staff member(s) to attend the **8th Annual Best Companies for Multicultural Women National Conference, July 27-28, 2010, at the Sheraton Hotel & Towers in New York City**. There will be two days of learning, skill building and networking with top male and female corporate executives, visionary leaders and leadership training experts. The Multicultural Women National Conference is the best forum for high-potential/high achieving women from all races/ethnicities to explore best practices and leverage their strengths for workplace success. Hundreds of companies send teams of executive women to gain insights from corporate, academic and governmental thought leaders to be inspired on their path to greatness.

This year the theme is “Ambition: Where Passion Meets Purpose.” Women’s ambition imagines, creates, mobilizes, and produces results. The passion and sense of purpose that women bring to the workplace is a direct result of their having ambitions to succeed, grow, and compete in a world where they are still an anomaly, despite their increasing numbers.

Mid-to-senior level women executives and high-potential, high-achieving associates who attend this conference will:

- Gain insight on the strategic thinking and real-world experiences of leaders striving to address today’s most pressing concerns
- Explore professional challenges with mentor and peer groups
- Engage in highly-interactive workshops designed to address critical leadership skills
- Create action plans to increase professional and personal growth and innovation
- Network with top leadership from your company and colleagues from other companies/industries

The ROI from attending this event will be immediate and significant. Conference attendees are encouraged to take back what they learned to share with their colleagues. Takeaways include tips and strategies in many professional development areas, how to create powerful relationships for career advancement, and recognizing opportunities to align with P&L initiatives.

Thank you for your consideration. Please don’t hesitate to call me if you would like to discuss or need additional clarification. I look forward to your reply.

Sincerely: [Your name]