Dear [MANAGER’S NAME],

I’m writing to request your approval to attend the Massachusetts Conference for Women virtually on December 1st. This Conference is part of the largest network of women’s professional conferences in the nation.

The cost to attend is $150 for access to the virtual event on December 1st, which includes 30 days of on-demand breakout session replay.

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, 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 [maconferenceforwomen.org](https://www.maconferenceforwomen.org/conference/). Speakers include José Andrés, Misty Copeland, Lisa Ling, Marlee Matlin, Daniel Pink, Reese Witherspoon, and more.

Last year’s virtual attendees overwhelmingly (89%) 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]

