Dear [MANAGER’S NAME],

I’m requesting your approval to attend the Massachusetts Conference for Women on December 12, 2024, at the Boston Convention and Exhibition 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 [maconferenceforwomen.org](https://www.maconferenceforwomen.org/conference/).

Caitlin Clark, the WNBA’s first pick after an unforgettable and record-breaking undergraduate career, will be one of the keynote speakers.  She will share her experience in pursuing your passions, using your voice, and helping teams to accomplish unprecedented levels of success.  

She is just one 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, Viola Davis, Mallika Chopra, Regina King, Alicia Keys, Malala Yousafzai, Jameela Jamil, Reese Witherspoon, 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]