Dear [MANAGER’S NAME],

I’m writing to request your approval to attend the Pennsylvania Conference for Women on October 6th and/or 7th. This Conference is part of the largest network of women’s professional conferences in the nation.

The cost to attend is $299 for the two-day hybrid in-person + virtual ticket on October 6th& 7th, or $150 for access only to the virtual event on October 7th. All virtual tickets include 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, and leadership strategies for the new world of work. More information, including this year’s complete program agenda, is available at [paconferenceforwomen.org](https://www.paconferenceforwomen.org/conference/). Keynote speakers include Malala Yousafzai, Arianna Huffington, Dr.Kizzmekia Corbett, Marlee Matlin, Yara Shahidi, Jane Fonda, Tabitha Brown, and more.

Last year’s virtual attendees overwhelmingly (86%) 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]

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