Dear [MANAGER’S NAME],

I’m writing to request your approval to attend the Pennsylvania Conference for Women on October 19, 2023 at the Pennsylvania Convention Center. 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, effective and inclusive communication, and leadership strategies for the new world of work.

This Conference is part of the largest network of women’s professional conferences in the nation. The cost to attend is $299 for an individual, or $2,990 for a table of ten. More information, including this year’s complete program agenda, is available at [paconferenceforwomen.org](https://www.paconferenceforwomen.org/conference/).

Tina Fey has been announced as the first keynote. Fey, a Pennsylvania native whose prolific work (*Saturday Night Live, 30 Rock, Mean Girls, etc.)* has cemented her as one of the world's funniest women, uses comedy to help provide a liberating look at the everyday stressors of work and family. At the Conference, she will help all of us to to re-frame work-life with the help of much-needed laughter.

Also appearing is Gail Devers, a five-time Olympian, nine-time World Champion and three-time Olympic gold medalist in track and field who was one of the fastest women alive for almost two decades. But before she first won gold, she suffered for years from mysterious health symptoms. She will share her journey from medical despair to the U.S. Olympic Hall of Fame, and lessons she learned along the way around persistence and grit that all of us can apply to any challenges that we are facing.

These are just two of dozens of speakers who will share their stories, insights, and practical, actionable advice. They will join a luminous roster of past Conference speakers, including Madeleine Albright, Amal Clooney, Malala Yousafzai, Serena Williams, Michelle Obama, Shonda Rhimes, Viola Davis, Glenn Close, Arianna Huffington, Jane Fonda, and many others.

The Conference will also provide a unique opportunity for connection – not only with my peers, but with thousands of professional women and allies in attendance. Past year’s attendees have 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]

  