

Hi (manager’s name),

I appreciate that our company has a culture of supporting continuing education, professional development and a more diverse pool of future leaders.

To that end, you've also mentioned in the past that the company will cover expenses for us to attend events that benefit our professional growth.

I'd like to attend the Rose City Women’s Summit, a leadership and professional development event held by the Junior League of Portland.

The Junior League of Portland is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers. At the event we will hear from speakers across different industries and experiences talking about leading with purpose, how to make an impact at work, at home and in the community. The Junior League of Portland seeks to make this an event where we continue to engage with our local communities by activating and involving women from around the city who want to make a profound impact on their worlds.

Here's the breakdown of the info for the event:

* Date:  Wednesday April 23, 2025
* Time: 11am to 1pm (Lunch provided)
* Ticket cost:  $85 early bird price until February 28, 2025

$100 after March 1, 2025

* Event link:  [www.RoseSummit.org](http://www.rosesummit.org)

Is this something that I can pursue through our department? If it is, would there be interest in sending more of the women in our department? They are also offering a virtual option for the event.

Please let me know if you have any questions. I'd be happy to schedule a time for us to chat next week.

Thank you for being open to these kinds of suggestions and for supporting my growth and development here.

Best,

(your name)