

[Your Name]  
[Your Title/Position]  
[Your Company]  
[Your Email] | [Your Phone]  
[Date]

[Manager/Employer Name]  
[Their Title]  
[Company Name]

Re: Request for Support for HSWLA Membership

Dear [Manager/Employer Name],

I am writing to request your support in covering my annual membership dues for the Hot Springs Women's Leadership Alliance (HSWLA). This organization provides high-quality leadership development, networking, mentorship, and community engagement opportunities that directly support my professional growth.

Membership in HSWLA will enhance my skills, expand my professional network, and strengthen my ability to contribute to our organization. I believe the leadership training and resources offered through HSWLA align closely with our company's commitment to professional development.

The annual \_\_\_\_\_ membership level investment is \$\_\_\_\_. I hope you will consider supporting this as part of my continued growth and development within the company.

Thank you for your consideration.

Sincerely,

[Your Signature if printing]  
[Your Name]