Dear Manager,

I’m writing to request support to attend the Wisconsin Leadership Summit hosted by Madison365 and FoxValley365 on October 7-8, 2019 at Overture Center for the Arts and Madison Museum of Contemporary Art in Downtown Madison. I believe this is a unique professional development opportunity, as it is the state’s premier conference for and by people of color. Attendance at this conference will enable me to attend a variety of educational sessions, as well as give me an opportunity to engage with leaders of color throughout the state of Wisconsin.

With two plenary sessions and more than a dozen different educational breakout sessions to choose from, I have identified several breakout sessions that will provide excellent professional development, including:

* Opportunity to think strategically with others in my field about how to create more diversity and inclusion in our organization
* Engage in high-level discussions on issues facing communities of color and how the state can overcome those issues to attract and retain a diverse workforce
* Explore professional challenges with leaders, mentors and affinity groups
* Empower myself through networking with a diverse group of professionals and leaders that I don’t normally have the opportunity to meet

All of these sessions will help not just our team, but our community to stay ahead of a challenging and fluctuating environment within our state. The ideas, best practices, contacts and tools I will gain from this conference will save time and money while giving our team a competitive advantage in an ever-changing marketplace. In addition to my own professional development based on what I learn from the sessions I attend, I will be able to grow my professional network and bring new insights back to the team.

The cost to attend is $249. I respectfully request permission to attend this important event.

Sincerely,

<your name here>