[Date]

Dear [supervisor's name],

I would like to attend Business in Heels, Leadership Summit: Professional Women – Finance, Law, Business Services, Friday 24th February 2023. The summit will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of industry experts and current and prospective clients from across Australia. Many of the [presentations/networking] opportunities are tailored to the (insert industry) professional and give information on how to [list benefits to your responsibilities]. I am seeking support for the summit ticket fee. A detailed cost breakdown is included below.

After reviewing the summit agenda, I have identified several education and networking opportunities that will allow me to gain knowledge and [insert other benefits to you and your organisation]. The presentations are facilitated by industry experts who have faced similar challenges. I chose each of these presentations because they are directly related to an issue we are dealing with currently. Getting the information in a seminar format will greatly reduce the research time and costs [your organisation's name] would normally incur in researching these topics.

[Insert session descriptions that most apply to your responsibilities.]

Organisations in attendance are:

[List company names]

The Summit is approved for continuing professional development education credit toward renewal of the (insert name of association). Points are calculated at 1 point per hour of education which includes the sessions attended on the day.

The full-price conference fee is $399, but this can be reduced to $325.00 as I am a Business in Heels member.

The opportunity for me to develop better contacts and gain knowledge in specific areas of my role makes my attendance at the Business in Heels, Leadership Summit: Professional Women, Finance, Law, Business Services conference a wise investment, which will yield rich dividends for [name of your organization].

Sincerely,
[Your name]