

[Date]

Dear [Supervisor's Name],

I am seeking your support to attend the *Business in Heels Leadership Summit: Women in Retail & Licensing*, scheduled for **Thursday, 29th May 2025**, in South Melbourne, Victoria. This event offers a unique combination of educational sessions and networking opportunities tailored to professionals in [your industry/field].

Attending the summit will enable me to:

- Gain actionable insights from industry leaders to address [specific challenges or goals related to your role].
- Expand our professional network by connecting with current and potential clients, as well as key players across Australia.
- Reduce research time by learning directly from experts who have faced and overcome similar challenges.

The agenda includes sessions that directly align with our current objectives, such as:

- [Session Title]: This session explores [key takeaways related to your work].
- [Session Title]: Focused on [specific skills or knowledge], this will enhance my ability to [specific contribution to your role].
- [Session Title]: Provides strategies for [another relevant benefit].

Additionally, the summit qualifies for Continuing Professional Development (CPD) credits, with one point earned per hour of education, supporting compliance with [insert association name] requirements.

Cost Breakdown:

- Standard Ticket: \$399
- Business in Heels Member Discount: \$349

The investment in my attendance will not only elevate my capabilities but also bring measurable value to [your organisation] through improved efficiency, innovation, and strengthened client relationships.

I believe this opportunity will deliver a strong return on investment, and I am confident that the insights gained will significantly contribute to our team's success.

Thank you for considering this request. I would be happy to discuss how this aligns with our goals further.

Sincerely,
[Your Name]