

## Request for WIC DC conference attendance support template

I am writing to request [COMPANY NAME] investment in my professional development by supporting my participation in the [Women in Construction](#) (WIC) Conference this year on October 16, 2026 at the Renaissance Arlington Capital View in Arlington, VA.

WIC has been invaluable in my growth as a professional. I have experienced incredible business networking and leadership development opportunities as a result of my connection to WIC and I hope to continue that involvement.

I estimate the **total** cost to attending the 2026 WIC Conference to be <Insert total cost>

- Estimated travel costs: [ ]
- Estimated hotel/lodging costs: [ ]
- Estimated meals/food costs: [ ]
- Registration fee: \$479 plus taxes and fees (\$550.80 total)

My attendance at this conference is critical to enhancing my leadership and business skills, and growing my professional network, which will ultimately strengthen my contributions to our company.

Thank you for your consideration.

Sincerely,

[Your Name]