

Overview and Instructions:

Use this template to craft your own Ask Your Boss letter. Please **file and download a PDF** of this document rather than requesting edit access. Thanks so much! - Nicole 💜

Letter:

Hi [Insert Boss Name], I'm reaching out with a really exciting opportunity!

Nicole Caperson of Fintech is Femme is hosting her first-ever [leadership summit](#) at Rise by Barclays in New York City during New York Fintech Week.

This one-day event will feature hands-on workshops, performance coaching opportunities, and networking opportunities with some of the industry's most powerful players.

And because it's New York Fintech Week, I have the rare opportunity to connect with the industry's biggest players and get access to people I wouldn't normally be able to meet with.

Learn more about the leadership summit [here](#).

This event is an incredible opportunity for me not only to talk about [your company name]'s mission but expand my knowledge and skills from some of the industry's smartest women.

I'd love your help attending [this event](#) as a learning and development expense. If you have any further questions or have specific goals you'd like me to take away from this event, please let me know!

Thanks so much,

[Insert Your Name]