Dear **<insert manager name>**,

I would like your approval to attend [**Lancaster**](https://www.apqc.org/2019-process-performance-management-conference) **Consulting’s Annual Women’s Summit**. This summit joins dynamic women to support the adventure of lifelong leaders through meaningful connection and proven strategies.

One time each year, women gather in the mountains of Flagstaff, Arizona to learn and grow together. They believe that personal development and professional development go hand in hand. And this summit supports both.

Included:

* A learning environment that supports authentic connection and community
* An opportunity to take time out to reflect, rejuvenate, and grow
* Inspirational, engaging sessions with seasoned experts
* Panels of exemplary women leaders sharing their personal stories
* Practical leadership strategies for immediate implementation to support working strategically, communicating effectively, strengthening relationships, impacting change, influencing in all directions, and maintaining joy at work
* High-quality freebies

I feel that the return on the investment would be a benefit to our organization as the event aligns directly to the priorities of our department/organization: **[insert priorities here]**

**Previous summit topics:**

* Being Bold and Creating Your Best Life
* Effective Conversations & Dynamic Relationships: in business & life
* Radical Self-Care: How to be productive and happy without burnout
* Managing Conflict & Change
* Building Vital Team Health
* Strategic Planning for Your Life, Your Work, and Your Team
* Creating a Culture of World Class Communication & Customer Service
* Your Leadership Presence
* Stress Resilience & Everyday Mindfulness

I can arrange for others to cover my responsibilities on the day I am attending the Women’s Summit. Please accept this proposal to attend as I’m confident in the significant return we will receive for the investment.

Thank you for your consideration,

**<insert your name>**