Dear [MANAGER’S NAME],

I’m requesting your approval to attend the California Conference for Women on February 12, 2025 at the San Jose McEnery Convention Center. The Conference covers a range of topics relevant to professional and personal development for women in the workplace — including cultural and individual wellbeing in the workplace, effective and inclusive communication, and leadership strategies for current times.

This Conference is part of the largest network of women’s professional conferences in the nation. The cost to attend is $350 for an individual, or $3,500 for a table of ten. All attendees also receive complimentary admission to a virtual event during Women’s History Month on March 5, 2025 - the National Conference for Women - for continued professional development in the new year. More information is available at [caconferenceforwomen.org](https://www.caconferenceforwomen.org/conference/).

Padma Lakshmi - an extraordinary chef, writer, activist, award-winning host, and more - will appear on the keynote stage. Her story of insatiable curiosity, ongoing growth, and repeated reinvention is sure to inspire and uplift us all.

She is just one of the dozens of speakers who will share their stories, insights, and practical, actionable advice. They will join a luminous roster of past Conference speakers, including Former New Zealand Prime Minister Jacinda Ardern, Serena Williams, Indra Nooyi, Viola Davis, Amal Clooney, Kristen Kish, Madeleine Albright, Mindy Kaling, Hillary Clinton, Gloria Steinem, Reese Witherspoon, and many others.

The Conference will also provide a unique opportunity for connection – not only with my peers, but with thousands of professional women and allies in attendance. Past year’s attendees have reported that they felt better able to meet the professional challenges of the moment because they attended. I am eager to grow from the helpful tips and resources that the Conference will provide, and to bring these learnings back to our workplace to strengthen our team.

Thank you for taking the time to review this request.

Sincerely,

[YOUR NAME]