Dear [Insert Manager's Name],

In light of our ongoing efforts to align with evolving industry standards and best practices, I am looking to explore innovative strategies to enhance my leadership skills, pursue continuous professional development, and more effectively augment my competencies in my current role.

I am writing to seek your approval for my attendance at the Women of Project Management® (WOPM) Conference, scheduled for July 2-3, 2024. This event will take place exclusively in-person in New Orleans, Louisiana. I believe that participating in this conference will significantly elevate my leadership skills.

Here's some information about the conference: WOPM stands as the sole platform committed to empowering and raising the profiles of women and women of color across all branches of the project management field globally. The conference promises to deliver keynote speeches from distinguished leaders, interactive learning sessions in small groups, and practical, hands-on workshops.

**The benefits of attending this conference are substantial:**

• Immediate application of knowledge through insights from leading figures in the project management sector, complemented by the opportunity to earn 17 Professional Development Units (PDU’s).

• Direct access to high-level networking opportunities with a worldwide community of professionals in similar roles.

• Valuable mentorship opportunities through mentor/mentee pairings, fostering career relationships that align with both my immediate and long-term professional objectives and duties.

**Below is an estimated cost breakdown for the conference:**

In-Person All-Access in New Orleans, Louisiana

Registration Fee: [Insert Your Selected Ticket Package]

Airfare:

Transportation:

Hotel:

Upon my return, I will provide a comprehensive report detailing key insights and strategies for implementing the project management and leadership techniques learned at the conference. Additionally, I am willing to share these insights with other departments that are also focusing on leadership development.

Thank you for considering this request. I eagerly await your response.

Best regards,

[Your Name]