

Subject line: Request to Attend the 15th Annual Inspiring Women Event

Hello <Insert Name>,

I'm writing to ask for approval to attend the 15th Annual Inspiring Women Event presented by the Greater Kitchener Waterloo Chamber of Commerce and the Waterloo Region Small Business Centre. The event will be held virtually this year, on Thursday, November 18, 2021.

The Inspiring Women Event is designed to motivate, inspire, connect, and celebrate women in business, entrepreneurship, and corporate leadership. The event brings together a curated lineup of thought leaders who deliver empowering keynotes that encourage both personal and professional growth. The event also provides an opportunity to network and build relationships with other like-minded professionals who share the same desire for innovation, collaboration, leadership, and betterment. The virtual platform being used for this year's event (Hopin) makes it even easier to participate and connect with others, in an effective and flexible format.

I would like to show up in our organization in a bigger way and continue developing my skills to new heights. In its 15th year, and recognized as one of Waterloo Region's premier events for women in business, I believe this Inspiring Women Event would have a significant impact on my professional development, including in the areas of:

- Leadership skills
- Confidence and connection to work and purpose
- Strengthen communication and interpersonal skills
- Further develop strong community connections with other professionals and organizations
- Representing our company at the event and exposing our message to local leaders

The investment:

Inspiring Women Event tickets are \$75 + HST, providing a cost-effective professional development opportunity.

More information on the Inspiring Women Event is available here: inspiringwomenevent.com

Thank you for considering this request.

Regards,

<Your Name>