

Dear [Insert Name Here],

The SEMA Businesswomen's Network (SBN) **Women's Leadership Forum** is the only in-person event dedicated to women in the aftermarket industry. For education, networking, and professional development, this event has no equal. I believe my participation is critical to bringing new ideas and approaches to our organization and furthering my professional development. I would like to request approval to attend.

The event is **March 3-5 in San Diego, California**. I'll be amongst many industry professionals to hear experts and innovators talk about employment law and legislation, strategic management, leadership development, global HR, and more. I'll gain practical skills pertaining to compensation and benefits, talent management, and inclusion and diversity practices. The Forum offers the opportunity to network with businesses that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues as well as strengthen existing relationships.

I plan to attend the following sessions to strengthen my professional development:

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Following are the speakers that I plan to network with to gain additional information that I can bring back to our organization:

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Here are the costs associated with attending the SBN Women's Leadership Forum:

Airfare:

Hotel:

Registration Fee:

Miscellaneous (meals/taxi):

This investment will pay off in more efficient practices, proven solutions, and access to new insights and ideas. Additionally, I can provide key takeaways and recommended actions to our team. If approved to attend, I will make sure we get the full value of this event.

Sincerely,

[Insert Signature Here]