

Letter to Employer

Here's a sample letter you can customize to share with your employer to solicit support for your attendance.

To: Vice President of Human Resources (or appropriate title)

From: [Your name and title]

Subject: Black Enterprise Black Men Xcel October 12–14, 2022 National Harbor, MD

Date: [Date]

The Black Men XCEL Summit—the nation's No. 1 conference focused on advancing the leadership, excellence, and professional development of Black men—returns as an in-person event this October in National Harbor, MD.

Its mission: To elevate and empower Black men as a valuable and necessary pool of talent for the success of companies, industries, communities, and the nation. Beginning with the XCEL Awards, the nation's highest recognition of the excellence and leadership of Black men, we'll highlight men in areas ranging from business and technology to sports and the arts.

I believe that with your support, my participation at the Oct. 12–14, 2022 event at the Gaylord Resort & Convention Center will offer the resources and tools necessary to further my professional development and provide me with industry knowledge I can use to advance our organization.

(Highlight a particular session that would be valuable to your position and your organization.)

I would like to discuss the request and answer any questions you may have. I am confident that attending the Black Enterprise Black Men Xcel Summit would benefit the organization and my job performance.

Sincerely,