

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** Women of Power Summit
March 5 – March 8, 2020, Las Vegas, NV

Date: [date]

For 50 years, **BLACK ENTERPRISE** has fulfilled its obligations to success-minded African Americans to serve as an authoritative and essential guide to business and career achievement. Once again, **BLACK ENTERPRISE** has reaffirmed that obligation with the announcement of the 15th annual Women of Power Summit—an exciting event tailored to women of color executives.

I would like your support in having [company name] sponsor me as a representative for this monumental event.

The **Women of Power Summit**, which will be held **Mar. 5 – Mar. 8, 2020, at the Mirage, in Las Vegas, Nevada**, will attract more than 1,200 women executives representing top-tier national and international firms. The event promises to be a productive venue to enhance leadership skills, network with world-class decision-makers, and bring welcomed exposure. The Women of Power Summit also presents this organization with a unique opportunity to learn new strategies for keeping ahead of corporate trends and for fine-tuning our own workplace diversity initiatives.

The slate of workshops is extremely promising and features topics such as **leadership skills and decision making, team building, and finding and leveraging business opportunities for your company**. I'm convinced the insights and skillsets being offered here will enhance my performance and professional development. As a [title] who is deeply dedicated to our corporate mission, I look at this summit as more than a personal opportunity; it's a chance for this organization to further its goals and obligations.

Attached for your review are the registration materials for the Women of Power Summit. The program includes several workshops and sessions that will greatly enhance my professional development. I hope you agree and consider funding my participation.

I will follow up with you by [date] to discuss the many benefits [company name] can realize through my participation.

Sincerely,