

## **Subject: Request for Professional Development Support to Attend The Women's Summit**

Hello [Recipient's Name],

I hope this message finds you well. I am writing to request your support for my attendance at **The Women's Summit**, presented by *The Honest Talk*, on October 24th, 2025, at The Brookstreet Hotel in Ottawa.

The Women's Summit is a premier event that brings together influential women from across Canada to foster meaningful connections, encourage professional growth, and create a platform for the exchange of ideas. This event has an incredible lineup of speakers, thought leaders, and panelists who are trailblazers in their respective fields. Topics will span a wide range of subjects, from leadership and career development to diversity and inclusion, ensuring that all attendees will gain invaluable insights and skills they can apply to their personal and professional lives. In addition to the wealth of knowledge shared by industry experts, there will be invaluable networking opportunities that will allow me to build connections with like-minded professionals from various industries.

I believe that attending this summit will contribute to my personal growth and bring tangible benefits to our organization. Here's why:

1. **Enhanced Skills and Knowledge:** The insights and strategies I gain from the summit will enable me to apply new skills directly to my work, driving innovation and efficiency.
2. **Networking Opportunities:** I'll have the chance to hear from and engage with some of Canada's most successful female professionals and influential leaders. These conversations could inspire new ideas and drive innovative thinking within our organization.
3. **Commitment to Diversity and Inclusion:** By supporting my attendance, the company reinforces its commitment to empowering women, fostering a more inclusive and diverse workplace.

I would be grateful if you would consider covering the cost of my attendance as part of the company's investment in my professional growth. I'm confident the skills and relationships I will build at The Women's Summit will make a lasting, positive impact.

Thank you for considering this request. Please let me know if you need additional information or have questions regarding the summit. I look forward to discussing how this opportunity can benefit my personal development and our organization.

Many thanks,  
[Your Name]