



Hi [Insert Name],

As part of my advancement and growth within this company, I would like to pursue professional development opportunities to help me gain additional skills, insights and strategies to grow professionally.

For that reason, I would like to attend The Exchange, a speed mentoring and networking event for women of color. You can learn more at <https://www.thrivein.co/the-exchange>. Not only will this event allow me to connect with other women of color professionals, it will provide critical best practices and strategies to support my professional development and advancement within this company. Please see below for details:

- Date: Friday, May 17, 2024
- Time: 9:00AM – 11:00AM
- Location: The Junto Hotel
- Cost: \$75

I'd love for [insert company] to sponsor my attendance at this event along with approving my time out of the office to attend. Is this something I should pursue through our department or is there another point of contact I should direct this ask to?

I appreciate your consideration and our company's willingness to support my continued growth. If needed, we can schedule a brief meeting to further discuss and address any questions you may have.

Thank you for the consideration and I look forward to hearing back.

Best,

[Insert Name]