

**Subject: AHF Virtual Summit 2023**

Hi [insert manager's name],

There's an upcoming professional development opportunity I'd like to discuss with you. On November 18, 2023 **Accelerate Her Future** will be hosting their **annual Virtual Summit**.

The Virtual Summit is targeted towards Indigenous, Black, and racialized women and active allies who work in business and STEM. I'm seeking your approval to cover my registration fee for this Virtual Summit as I strongly feel that the insights and knowledge that will be shared and discussed will be helpful in achieving my personal goal of [insert professional development goal]

In addition to supporting this goal, as an attendee I'll be able to:

- Bring back professional development learnings and insights that can be shared with the entire team.
- Expand the exposure of our brand by networking with other Virtual Summit attendees.
- Discover the latest trends in areas like leadership development, DE&I, and tech to help us thrive in the workplace.

The cost of a General Pass is \$89 CAD (including taxes). Given that the summit is virtual, no accommodation or flight costs would be required.

I'm really excited about this event and truly think it would be a great opportunity for me to actively lean into my professional and career development. I'd love to discuss this in more depth at our next 1:1. Let me know what you think.

Also, If you're interested in viewing the full virtual summit agenda, you can see it [here](#).

Thanks,

[Your name]