

Dear <Insert Manager's Name>,

As we all work to meet the demands of a new and changing world, and rise to the challenge set by the on-going COVID-19 public health crisis, I would like to explore new ways to improve my leadership capabilities and enhance my ability to lead my team effectively.

**I'm writing to ask you to approve funding for me to experience Linkage's *Women in Leadership Institute*<sup>™</sup> (WIL) through a new On-Demand offering.** The On-Demand experience allows me to experience this conference 100% virtually, on my schedule, between November 16, 2020 and January 29, 2021. This flexibility makes it possible for me to experience this content during an incredibly busy time.

Here is a little bit about this conference experience: WIL is an exceptional leadership development opportunity for high-potential and high-performing women leaders. The On-Demand experience delivers access to 9 keynotes sessions and panels, with the opportunity to add additional Master Classes.

The overall ROI is clear: Because WIL is based on Linkage's Advancing Women Leaders model and their research on the seven hurdles women face in the workplace, I'll learn actionable strategies and best practices when it comes to maximizing my potential as a woman leader.

I truly believe these skills are vital at this critical time.

Attending WIL would especially help me address the goals we discussed at my last performance review.

Here is an approximate breakdown of costs associated with this conference:

- **On-Demand Keynotes = \$498**
- **On-Demand Keynotes PLUS = \$798**

Upon completion, I would be happy to submit a report that would include major takeaways and a summary of how I will implement the leadership best practices and insights provided to me at WIL. I can also share insights with other departments looking to make a similar commitment to leadership development.

Thank you for considering this request. I look forward to your reply.

Regards,