

Letter to Employer

Below is a sample letter you can customize to share with your employer to solicit support for your attendance.

To: [Leadership name and title (i.e., CEO, VP, HR)]

From: [Your name and title]

Subject: SpeakerCon 2024 – October 31-November 2, 2024, Arlington, VA

Date: [Date]

I am writing to request your support in sponsoring my attendance at SpeakerCon 2024 (www.SpeakerConConference.com), a premier professional leadership and communication conference designed for professionals and leaders. This event is scheduled to take place from October 30-November 2, 2024, at The Westin Arlington Hotel in Arlington, VA.

This conference brings together hundreds of accomplished professionals of diverse backgrounds from various industries to offer invaluable insights into mastering the art of effective communication for enhanced leadership success.

Over the past five years, this conference has provided a platform for attendees to:

- Stay updated on latest trends and best practices in leadership and communication.
- Participate in workshops and sessions designed to improve public speaking, storytelling, and effective communication techniques.
- Network with like-minded professionals, fostering valuable relationships and expanding professional networks.
- Learn from industry leaders in leadership and communication.

I believe that by attending SpeakerCon 2024, I can acquire valuable insights and tools to further my professional development. In particular, I believe the session focused on how to [Highlight one of the three specific topics: Discover and Harness Your Voice; Master Advanced Communication Techniques; Lead With Purpose] directly relates to my role within the company and could greatly benefit our ongoing projects and objectives.

Thank you, in advance, for considering my request. I am confident that my participation in SpeakerCon 2024 will be an investment that yields significant returns to our organization. I look forward to the opportunity to discuss this further and explore the potential benefits for our company.

Sincerely,

[Your Name]