Dear <INSERT NAME>,

I am writing to request <INSERT COMPANY>’s support for my attendance at the Women's Leadership Conference of the Society of Asian Scientists & Engineers (SASE) on April 27-28, 2023. The virtual conference will feature inspiring keynote speakers, engaging panel discussions with senior Asian women executives, and valuable networking opportunities focused on empowering women leaders in STEM.

As a female <INSERT JOB ROLE> at <INSERT COMPANY>, I am passionate about advancing my leadership skills and contributing to a diverse and inclusive workplace culture. Attending the SASE Women's Leadership Conference would provide me with the opportunity to learn from experienced women leaders, connect with like-minded professionals, and gain new perspectives on leadership in STEM.

The conference agenda includes workshops on topics such as <INSERT SESSION NAME>, which would help me develop my skills in <INSERT SPECIFIC SKILLS YOU WOULD GAIN FROM THE SESSION>. Additionally, I am excited to hear from keynote speakers such as <INSERT NAME OF KEYNOTE SPEAKER>, whose experience and insights would be invaluable to my professional development.

By supporting my attendance at the SASE Women's Leadership Conference, <INSERT COMPANY> would demonstrate its commitment to fostering a diverse and inclusive workplace culture and investing in the development of its employees. The cost of registration for the conference is $300, and I would be grateful for <INSERT COMPANY>'s support in covering this expense.

Thank you for considering my request. I look forward to discussing this opportunity with you further and exploring how I can apply the insights and knowledge gained from the conference to my work at <INSERT COMPANY>.

Sincerely,

<INSERT SIGNATURE>

<TYPE YOUR NAME>

Useful Links:

[Women’s Leadership Conference website](https://wlc.saseconnect.org/)

[SASE Pro website](https://saseconnect.org/pro)