***Ask Your Leadership Email Template***

SUBJECT LINE TEXT:

Option 1: Request to Attend the WLC 2024

Option 2: Request for Approval and Funding to Virtually Attend WLC 2024

Option 3: Seeking Approval to Virtually Attend the SASE PRO Asian Women’s Leadership conference

Dear [INSERT NAME],

I am writing to request [INSERT COMPANY]'s support for my attendance at the SASE Pro Women’s Leadership Conference (WLC) being virtually held on Friday, April 26th. This conference is an incredible opportunity for Asian women to network, develop professionally, and gain knowledge by sharing among a large community of Asian scientists and engineers.

Here is what the conference entails:

* Three Executive Panels filled with some of the most bright and successful Asian Leaders
* Seven Asian women-led leadership workshops
* Focus Circles that bring women together from across different industries to unlock the leadership potential of Asian professionals.

If interested in learning more about SASE Pro WLC, here is a link ([2024 SASE Pro Women's Leadership Conference (saseconnect.org)](https://wlc.saseconnect.org/home)to the conference website.

I believe that attending the SASE Pro WLC will greatly benefit my career growth and contribute to [INSERT COMPANY]'s commitment to diversity and inclusion. I was surprised to learn that Asian women are:

* Less likely to have supervisory responsibilities or reach executive levels than other women of color.
* Less likely to be viewed as leaders in professional settings
* More likely to find their cultural and familial values at odds with successfully navigating the American corporate culture

The cost of registration for the conference is $[INSERT COST]. I kindly request [INSERT COMPANY]'s support in covering this expense, as it would not only invest in my professional development but also showcase [INSERT COMPANY]'s dedication to fostering a diverse and inclusive work environment.

Thank you for considering my request. I am eager to discuss this opportunity further and explore how the insights and knowledge gained from the WLC can contribute to my work at [INSERT COMPANY].

Sincerely,

[INSERT SIGNATURE]

[INSERT YOUR NAME]