

Please edit and print on your company letterhead to solicit support of your attendance.

To: Vice President of Human Resources (or appropriate title)
From: [your name and title]
Subject: Sisterhood Symposium, October 11-14, 2007, Tucson, AZ.
Date: [date]

Dear:

Sisterhood Symposium, which will be held **October 11-14, 2007, at the J W Marriott Resort & Spa in Tucson, AZ**, will attract 300 women in or seeking leadership roles representing corporations, education, government and the entrepreneur sector. The event promises to be a productive venue to enhance leadership skills, network with world-class decision makers, and bring welcomed exposure for companies. Sisterhood Symposium also presents this organization with a unique opportunity to learn new strategies for keeping ahead of corporate trends and for fine-tuning our own workplace diversity initiatives.

The slate of seminars is most promising and features topics such as **leadership skills and recognizing strategic opportunities**. I'm convinced the insights and skill sets being offered here will enhance my performance and professional development. As a [title] who is deeply dedicated to our corporate mission, I look at this symposium as a chance for this organization to further its goals and obligations.

Attached for your review are the registration materials for **Sisterhood Symposium**. The program includes several seminars and general sessions that will greatly enhance my personal, leadership and professional development. I hope you agree and consider funding my participation. You may visit their website at www.sisterhoodsymposium.com.

I will follow up with you by [date] to discuss the many benefits [company name] can realize through my participation.

Sincerely,

Jane Q