

Subject: Professional Development Request: BuildHER Conference

Hi **[Manager Name]**,

I would like to request approval to attend *BuildHER: Building Bolder Foundations*, a professional development conference focused on strengthening leadership, communication, and professional relationships.

Date: Friday, November 13, 2026

Time: 8:00 AM–12:30 PM

Location: The Dubois Center at UNC Charlotte Center City

Registration: [Current Registration Fee]

Conference Information & Registration: <https://professional.charlotte.edu/buildher/>

Banking and financial services professionals work in a fast-paced, highly collaborative environment where strong communication, sound decision-making, adaptability, and trusted professional relationships are essential. BuildHER directly supports these skills through interactive sessions, purposeful networking, and candid conversations with experienced leaders from across the Charlotte region.

These topics have direct application to my work in **[your department/role]**. Attending BuildHER would help me:

- Communicate ideas and recommendations with greater clarity and confidence, particularly when working across teams or with senior leaders.
- Build strategic professional relationships that can strengthen collaboration, expand organizational knowledge, and support effective problem-solving.
- Develop strategies for increasing my influence, advocating for ideas and initiatives, and contributing effectively to important conversations and decisions.
- Learn from experienced leaders about navigating organizational change, career advancement, difficult decisions, and increasing levels of responsibility.
- Bring new perspectives and practical leadership strategies back to my team that can strengthen communication, collaboration, and overall effectiveness.

Following the conference, I plan to bring key takeaways back to my work and identify strategies I can immediately apply to strengthen my communication, collaboration, and leadership effectiveness.

Thank you for considering my request and for supporting my continued professional development,

[Your Name]