

Subject: Professional Development Request: BuildHER Leadership Conference

Hi [Manager Name],

I would like to request approval to attend the BuildHER: Building Bolder Foundations leadership conference.

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/>

This conference is designed to help professionals strengthen the skills that contribute to individual and organizational success. Sessions focus on building executive presence, communicating with confidence, developing meaningful professional relationships, navigating career growth, and learning from experienced women leaders who have successfully led teams and organizations.

The conference emphasizes practical strategies that participants can immediately apply in the workplace, including:

- More effective communication and leadership techniques
- Stronger networking and relationship-building skills
- Increased confidence in presenting ideas and leading initiatives
- Tools for navigating career growth and organizational change
- Insights from experienced leaders that can improve collaboration and team effectiveness

I believe attending this conference will help me continue developing as a professional while bringing new ideas and best practices back to our team.

If approved, I will:

- Attend all conference sessions.
- Share key takeaways and resources with our team.
- Identify practical strategies that can be implemented within our department.

Thank you for considering my request. I appreciate your support of my professional development and look forward to applying what I learn to benefit both my work and our organization.

Thank you,

[Your Name]