

Subject: Professional Development Request: BuildHER Leadership 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/>

The work of local government requires employees to collaborate across departments, communicate effectively with a wide range of stakeholders, navigate changing priorities, and build relationships that help move important work forward. 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]**. Attending BuildHER would help me:

- Communicate ideas and recommendations with greater clarity and confidence, particularly when working across departments or with senior leaders.
- Build stronger professional relationships and networks that can support collaboration, problem-solving, and community partnerships.
- Develop strategies for influencing outcomes and advocating for ideas, resources, and initiatives, even when I may not have formal decision-making authority.
- Learn from experienced leaders about navigating organizational change, career transitions, difficult decisions, and increasing responsibility.
- Bring new perspectives and practical leadership strategies back to my department and colleagues.

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]