

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/>

Healthcare professionals work in complex, fast-moving environments that require strong communication, collaboration across disciplines, adaptability, and the ability to lead through change. 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, recommendations, and concerns with greater clarity and confidence across teams and levels of leadership.
- Strengthen professional relationships that support interdisciplinary collaboration, problem-solving, and better organizational outcomes.
- Develop strategies for advocating for ideas, resources, team needs, and improvements, even when I may not have formal decision-making authority.
- Learn from experienced leaders about navigating organizational change, difficult conversations, career transitions, and increasing responsibility.
- Bring practical leadership strategies and new perspectives back to my team that can support stronger communication, collaboration, and workplace 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]