

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 practical leadership, communication, and building stronger 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/>

Working in K–12 education requires leadership at every level. Educators regularly collaborate with colleagues, communicate with families and community partners, advocate for students and resources, navigate change, and take on leadership responsibilities regardless of their formal title. BuildHER offers an opportunity to strengthen these skills while gaining perspectives from experienced women leaders across the Charlotte region.

The conference has several areas that connect directly to my work in **[your school/department/role]**, including:

- Communicating ideas, recommendations, and concerns with greater clarity and confidence when working with colleagues, families, administrators, and other stakeholders.
- Building purposeful professional relationships that can strengthen collaboration, problem-solving, and support across schools and departments.
- Developing strategies for advocating effectively for students, programs, resources, and new ideas.
- Strengthening my ability to lead and positively influence others, whether or not leadership is part of my formal job title.
- Learning from experienced women leaders about navigating change, difficult conversations, career transitions, and opportunities for continued professional growth.

I am particularly interested in gaining leadership strategies and perspectives from professionals beyond the K–12 environment and considering how those ideas can be applied in education. Following the conference, I plan to identify practical takeaways I can use in my work and share relevant strategies and resources with my colleagues.

Thank you for considering my request and for supporting opportunities that help me continue growing as an educator and leader while contributing to our students, school, and broader educational community.

Thank you,
[Your Name]