

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 a nonprofit or community-focused organization often means balancing a strong commitment to our mission with limited resources, changing priorities, and the needs of many different stakeholders. Success depends not only on what we know, but on our ability to communicate effectively, build trusted relationships, advocate for what our organizations and communities need, and bring people together around shared goals. BuildHER offers an opportunity to strengthen those skills while learning from women leaders across the Charlotte region.

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

- Communicating our ideas, needs, and priorities with greater clarity and confidence.
- Building purposeful professional relationships that can lead to stronger partnerships, collaboration, and community connections.
- Developing strategies for advocating for programs, resources, and initiatives while building support among different stakeholders.
- Strengthening my ability to lead through influence, particularly when bringing together volunteers, partners, colleagues, funders, and community members.
- Learning from experienced leaders about navigating change, difficult decisions, career growth, and the realities of leading people and organizations.

I am especially interested in bringing new perspectives and connections back to our organization. Following the conference, I plan to identify practical strategies I can apply immediately and share relevant takeaways and resources with my colleagues.

Thank you for considering my request and for supporting opportunities that strengthen both my professional development and my ability to contribute to our mission and the communities we serve.

[Your Name]