Dear [inset manager/supervisor name]

I’m writing to request permission to attend a conference hosted by the Women’s Funding Network - [*Women Funded 2019: Leadership for a Changing World*](https://www.womensfundingnetwork.org/women-funded-2019/) *–* from September 11-13 in San Francisco.

Women’s Funding Network is the largest philanthropic network in the world devoted to women and girls, and this conference will provide a unique opportunity to network with 400+ global philanthropists, foundation leaders, corporate representatives, grantmakers, and community leaders dedicated to gender equity.

In particular, the conference will feature 80+ dynamic speakers and 40+ sessions over two and a half days. The keynote speakers are [Mary Robinson](https://www.womensfundingnetwork.org/women-funded-2019/speakers/mary-robinson/), former president of Ireland and a climate justice activist, [Kevin Powell](https://www.womensfundingnetwork.org/women-funded-2019/speakers/kevin-powell/), renowned author working to redefine healthy masculinities, and [Alicia Garza](https://www.womensfundingnetwork.org/women-funded-2019/speakers/alicia-garza/), co-founder of Black Lives Matter and Black Futures Lab. Organizations represented in the speaker lineup range from the Gates Foundation, to the Women’s Foundation of California, and Women’s March Global. Both the conference speakers and attendees are thought leaders in this arena, shaping public narratives, policy, and – most critically – solutions.

I believe attending *Women Funded: Leadership for a Changing World* is a valuable professional development opportunity, covering timely and critical topics ranging from [closing the women’s wealth gap](https://www.womensfundingnetwork.org/women-funded-2019/sessions/closing-the-womens-wealth-gap-with-a-life-span-approach/), [gender and climate justice](https://www.womensfundingnetwork.org/women-funded-2019/sessions/gender-and-climate-justice/), trends in [women in politics](https://www.womensfundingnetwork.org/women-funded-2019/sessions/women-in-politics-the-moment-is-now/), and [women of color reshaping philanthropy](https://www.womensfundingnetwork.org/women-funded-2019/sessions/women-of-color-reshaping-philanthropy/).

The full program can be found [here](https://www.womensfundingnetwork.org/women-funded-2019/program/) and the cost of attending the full conference is $700.

Thank you for your consideration!

Sincerely,

[insert name]