

Letter to Employer

Here's a sample letter you can customize to share with your employer to solicit support for your attendance.

To: Vice President of Human Resources (or appropriate title)

From: [Your name and title]

Subject: Black Enterprise Women of Power Summit March 9 – March 11, 2023, Las Vegas, NV

Date: [Date]

For 50 years, **BLACK ENTERPRISE** has been committed to success-minded African Americans, serving as an authoritative and essential guide to business and career achievement. In line with this mission, Black Enterprise's Women of Power Summit (www.blackenterprise.com/womenofpowersummit) is the preeminent professional leadership conference designed especially for executive women of color, bringing together over 1,500 of the nation's most accomplished and dynamic corporate female executives. For 17 years, the Summit has provided a space for executive women of color to be empowered, learn strategies for staying ahead of corporate trends, and fine-tune decision making, team building, and management skills through myriad executive leadership sessions and personalized executive coaching.

I believe that supporting my participation at the March 9–11, 2023, event at The Bellagio in Las Vegas will provide me with the resources and tools necessary to further my professional development while gaining industry knowledge I can use to advance our organization.

(Highlight a particular session that would be valuable to your position and your organization.)

I would like to discuss the request and answer any questions you may have. I am confident that attending the Black Enterprise Women of Power Summit would benefit the organization and my job performance.