Dear <SUPERVISOR NAME>,

I’m requesting approval to attend the **2025 Women’s Leadership Symposium**, hosted by the SGA Natural Gas Association, on **October 13–14, 2025, in San Antonio, Texas**. This event is designed to support the development of women in the natural gas industry, offering a focused opportunity to build leadership skills, strengthen professional networks and bring fresh, practical strategies back to our team.

The two-day agenda includes expert-led keynotes, interactive workshops and peer-driven discussions centered around real challenges and opportunities facing our industry. Topics include:

* Leading through uncertainty and organizational change
* Building trust through purposeful communication
* Advancing in non-traditional roles and navigating high-responsibility environments
* Networking strategies that foster lasting, career-supportive relationships

**Why this event is a strong investment for <COMPANY NAME>:**

* I will learn **instantly applicable tools** to strengthen my leadership capacity and better support our team goals.
* The event fosters **cross-sector connection** with peers from across the industry, opening doors to shared solutions and future partnerships.
* I’ll return with **actionable takeaways** from sessions aligned with our company’s priorities, such as <insert specific focus area, e.g., employee development, succession planning, or operational leadership>.
* I’m committed to sharing what I’ve learned with our broader team and identifying ways to implement what I learn into our day-to-day operations.

Registration for the event is currently open, and hotel accommodations are available at a reduced group rate through **September 11**.

The estimated cost to attend is as follows:

* Registration: $XXX
* Travel and lodging: $XXX
* Total: $XXX

I believe this is a valuable professional development opportunity that will support not only my individual growth but also our broader organizational goals. Thank you for considering my request.

Sincerely,  
 <EMPLOYEE NAME>  
 <JOB TITLE>