**To:** [Supervisor's Name]

**From:** [Your Name, Title]

**Subject:** 2019 Leadership and Management Development Conference

**Date:** November 13, 2019

**Location:** Union South   
  
Dear [Supervisor's Full Name],

The University of Wisconsin–Madison, Learning and Talent Development, is hosting the Leadership and Management Development Conference at Union South on November 13, 2019.

The Leadership and Management Development Conference brings together hundreds of forward thinkers and leaders for a day of professional development. I will collaborate with others and grow my skillset. I will learn from industry leaders about communication, diversity and inclusion, employee development, employee engagement, leadership skills, technical leadership knowledge, wellness and workplace development My attendance at this event will provide invaluable support to helping create a healthy, inclusive and engaging culture at [UNIT NAME].

I am requesting support to attend the 21st Annual Leadership and Management Development Conference:

* Registration Fee: $125
* Support to attend during the work day

Thank you for your consideration of my request to attend the Leadership and Management Development Conference. I look forward to your decision.

Kind regards,

[Your Name, Title, Department]