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

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

**Subject:** 2019 UW-Madison Wellness Symposium

**Date:** October 23, 2019

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

Thank you for consideration of my attendance at the 2018 UW-Madison Wellness Symposium. UW-Madison is hosting their Symposium at Union South on October 23, 2018.

**About the Symposium**

The UW-Madison Wellness Symposium brings together hundreds of leading thinkers and doers in well-being to share their expertise to create a day of experiential wellness for UW employees and students. We want to support our community in being their best selves and leave the event with new ideas, skills and feeling energized and renewed. I will collaborate with others who are supporting wellness on campus and grow my skillset. I will learn from industry leaders who are developing new ways to help people thrive, other practitioners who have developed successful programs, and other who will demonstrate the total value of wellness and its impact on the university. My attendance at this event will provide invaluable support to helping us create a healthy, inclusive and engaging culture at [UNIT NAME].

My request for sponsorship includes the following expenses for registration and approval:

* Select of the following:
  + Registration Fee: $35
* Support to attend during the work day

Thank you for your consideration of my request to attend the UW-Madison Annual Wellness Symposium. I look forward to your decision.

Kind regards,

[Your Name, Title, Department]