Hello [insert boss’ name],

I would like your support in attending the **Women in Law Summit** at the Olympia, London, on the 17th May 2019. It is Europe’s largest conference dedicated to driving gender diversity and inclusion within the legal sector and will attract 1,000 professionals from across the country.

Here’s an overview of what I expect to gain from attending the event:

Inspiration & Motivation

* Key takeaways from some of the most successful women in law will enable me to develop my skills and improve my output for the business.

Career & Personal Development

* There will be a whole stage dedicated to improving my soft skills, including guidance on leadership, confidence and how to fulfil my potential.
* There are also sessions focused on team-building and inclusivity; I will be able to share my learnings to further improve team synergy and cross-departmental collaboration.

Expert Industry Insight

* There will be expert insight on the most important issues facing law firms/corporations (remove as appropriate), such as digital transformation and building diverse and successful teams.
* This can help to inform our own strategies, enabling us to become an organisation that is truly prepared for the future.

The breadth of knowledge, skills and inspiration I’ll gain will enable me to add more value to our business and provide real return on investment.

With your permission, I’d like to book my ticket before the price goes up – I can save up to 15% on my ticket if I book by 4th April.

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| --- | --- |
| Costs |  |
| Ticket |  |
| Transportation | **[Insert cost]** |
| Hotel | **[Insert cost]** |
| Meals | **[Insert cost]** |
| Total event costs | **[Insert cost]** |

For more information you can visit the website: www.womeninlawsummit.com

Thank you,

[name]