Hello [insert boss’ name],

I would like your support in attending Women of Silicon Valley in Santa Clara on May 4-5 2020. It is part of the world’s largest women in tech event series, attracting over 2,700 inspirational leaders and industry experts from across the country!

Here’s a quick list of what to expect from the event:

Inspiration & Motivation

* Learning from Silicon Valley’s most successful women in tech will help me to push the limits of my work productivity, learn new skills and stretch my comfort zone.
* There is a whole stage dedicated to improving my soft skills and offering career advice to help me fulfill my potential. Sessions include guidance on leadership, confidence, and how to manage relationships.

Tech Talks

* By seeing how emerging technologies and processes are being used by the most successful organizations in the world, I will gain new ideas on how we should incorporate these technologies within our own business.
* There are also in-depth workshops specifically on these topics, which will improve my technical knowledge and skills.

Business Strategies

* These sessions will deliver expert insight on the most important issues facing businesses: using tech to identify new revenue streams, strategies for attracting and retaining employees, and managing organizational change.
* I’ll be able to share key learnings to further our long-term success.

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

|  |  |
| --- | --- |
| Costs |  |
| Ticket |  |
| Airfare and transportation | **[Insert cost]** |
| Hotel | **[Insert cost]** |
| Meals | **[Insert cost]** |
| Total event costs | **[Insert cost]** |

For more information you can visit the website here: <https://www.womenofsiliconvalley.com/>

Thank you,

[name]