

**SUBJECT: Request to attend the Wnet Career and Leadership Summit 2017**

Dear <Supervisor's Name>,

As you may know, I'm a member of Wnet (Women's Network in Electronic Transactions), the most important professional organization for women in the payments industry, where I represent our company and brand within the Wnet community.

The [Wnet's Career and Leadership Summit](#) is the payment industry's leading event for women who are seeking to increase their leadership skills in the context of industry trends, and takes place on September 18-19 in Atlanta Georgia.

I'd like to ask for your approval for me to attend. My attendance will provide me with valuable learning opportunities to understand the industry and our competitors, as well as networking opportunities with senior level leaders in the payments industry, allowing me to raise our company's profile and increase my business network.

Importantly, my attendance at this event will send a positive signal to the industry that our company supports women in payments and that we encourage a culture of advancing our employees' leadership skills.

The Wnet Career and Leadership Summit offers several hours of networking and learning which I would be happy to share with you and my colleagues following the event. Also, the ETA recognizes the value of this program and I can earn 6 credits toward my ETA CPP certification by attending.

The early-bird fee for this year's Summit is \$459 (deadline Aug. 28), which includes all meals, sessions and events. When two hotel nights (\$200 /night) and airfare is included, I estimate my total expenses to be less than \$1,000.

I am confident you will see this as a worthwhile investment in my professional development and in our organization's reputation. Please let me know whether you have any questions, and I hope you can support my request.

Kind regards,