

Hi [Manager Name],

I am requesting approval to attend the upcoming [Security LeadHER](#) conference on June 24-25 in Phoenix, AZ, presented by ASIS international and the Security Industry Association (SIA). The conference presents a unique opportunity for professional development and networking within our field, and I believe it would greatly benefit both myself and our organization.

Attending Security LeadHER would be a great opportunity to grow professionally and learn from many dynamic professionals and industry leaders who will deliver interactive workshops, panel presentations, and keynote speeches on important topics. I am most interested in attending the [insert session title].

Here are several compelling reasons why attending this conference would be beneficial:

- 1. Stay Current on Best Practices.** The Security LeadHER 2024 speakers are the game changers of the industry who will provide insight on how to improve performance, maximize team effectiveness, and thrive in today's competitive business landscape. We can apply those practices to [insert your organization name].
- 2. Professional Growth.** The conference will have 400 attendees who will be able to share their experiences, along with best practices for building relationships and navigating an industry. The session content is designed to be relevant to the industry while also focusing on ways to improve the status quo. It is designed for women in security like me who are committed to continuous growth in the industry.
- 3. Networking.** One of the most significant benefits of attending industry conferences is the opportunity to connect with peers, mentors, and leaders in the field. I'll make new connections and find out how they are managing common challenges. Additionally, I will meet potential business partners as well as end-users who could help us with [insert current issue you are dealing with].

The cost for attending Security LeadHER 2024 is [\$495 ASIS/SIA member; \$695 non-member]. This includes event registration, breakfast and lunch, and 1.5 days of educational content.

If my request is approved, I will develop an overview of what I've learned and actionable takeaways for the team so that we can work together to move the department and [insert organization name] forward.

Thank you for your consideration. I am more than happy to discuss this further and provide any additional information needed to support my request.

Sincerely,

[Your Name}