Dear (Manager’s name)

I would like permission to attend Silicon Valley Forum’s, 2020 Women in Tech Festival on behalf of our company. Silicon Valley Forum is a 501(c)3 non-profit organization dedicated to the global technology and startup ecosystem, supporting diversity, inclusion, and advancement of women in the workplace. On May 1st and 2nd The Women in Tech Festival will celebrate women in STEM, business, and leadership who work to inspire, engage, and empower other women. I believe I should attend this event because I will…

- gain valuable insight from other experts.
- develop essential skills to further my position and career.
- discover my individual talents & learn how to use them.
- get advice from those who have achieved their success.
- network amongst peers and make valuable business connections
- learn from successful women in leadership roles about what it takes to succeed.
- take away personal growth ideas, motivation, inspiration, and insight on technologies being deployed today and in the future.

This 2-day, info-packed event is only $199 per person. Silicon Valley Forum is offering our company 25% off groups of 4 or more tickets – which saves us $50 per person. At the event, I will definitely take advantage of the networking opportunities and connections I can make through their partnered networking platform, Brella. I will report back on the take away content, workshop experiences, connections made, as well as any new ideas that could add value here.

We also have the opportunity to support this initiative and shine as a leader in our industry by becoming a sponsor of the Women in Tech Festival. Learn more about the event, and Silicon Valley Forum, on the 2020 Women in Tech Festival event page: https://siliconvalleyforum.com/women-in-tech-festival/

Thank you for your consideration and I look forward to your response. If this is a go, we can purchase my individual ticket on the event page, or we can contact CEO, Denyse Cardozo directly at denyse@siliconvalleyforum.com for a group tickets and sponsorship opportunities.

Sincerely,
(your name)