Hi [Manager],

I’m writing to request your approval to expense my registration for The Uninterrupted Summit, an all-day event featuring expert and executive speakers who provide actionable advice specifically focused on professional women’s unique career journeys and interruptions.

Highlights of the summit include:

* Keynote speeches and panel discussions with industry leaders
* Workshops focused on overcoming career challenges and fostering personal growth
* Networking opportunities with peers, mentors, and investment professionals
* Practical strategies to address and manage interruptions in professional women’s careers

The cost for attending The Uninterrupted Summit is $[insert ticket price: $450 or $99] + Tax. This investment is less than many conferences and offers extensive benefits for career development and networking.

I believe attending this Summit will significantly benefit my role at [your company] by providing valuable insights and connections. I’m eager to apply what I learn and share these benefits with our team.

Thank you for considering this request. Please let me know if you have any questions.

Sincerely,  
[Your Name]