** I A.M. Summit**

Dear **<Insert Manager’s Name>**,

Growing professionally and gaining new skills around work/life integration and effectiveness has never been more important. I’d like your support to sponsor my attendance at an upcoming development conference focused on individual growth through story-telling and restorative care. The cohort is made up of a small number of ambitious mothers in leadership roles.

The I AM (Ambitious Mother) Summit (IAMS) by korédé runs from <**insert date**> and takes place in <insert city and state>.

I will develop one fundamental skill - **Story-Telling** - within a diverse network of a niche affinity group of other ambitious women. I will be able to apply these skills right away in moving our initiatives ahead and I am willing to give a report of what I learned upon my return.

**Two sessions that particularly interest me are:**

* <story: insert session name>
* <story: insert session name>

**Here is a breakdown of the cost associated with this conference:**

* Registration fee: $1,140. This includes all conference sessions, food, lodging and ongoing networking opportunities.
* Estimated transportation cost is <$400>
* I am able to expense these using my corporate card

Additional information is available at [www.iamsummit.org](http://www.iamsummit.org)

Thank you for considering this request. I look forward to your reply.

Regards,

 **<Add Name>**