Dear,

I am writing to request your approval to attend the Ellevate Foundation Women’s Leadership Summit taking place March 22 – 24, 2026 at the JW Marriott in Las Vegas, NV.

This event will bring together more than 200 female professionals from around the country who are primarily in the insurance and benefits space. It’s a unique conference that attracts a diverse group of women who work with insurance carriers, general agencies, administrators, technologists, and various products geared toward female success.

The program features several keynotes, short talks, workshops and networking opportunities and is curated to foster personal growth, leadership and self-awareness. I’ve listed some examples below of what participants have said about prior years’ summit.

* Such a powerful few days, it was so needed! Can't wait for next year!
* I am returning home empowered with knowledge and inspiration to slay my dragons and conquer my self-imposed barriers.
* Thank you for putting on a fantastic event. I have never been more empowered by such an amazing group of women.

I believe attending the 2026 WLS event will benefit my career and our organization, and I have set these goals for attendance:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration fees are $575 through 9/30/2025 and $650 through 2/15/2026. The organizers have arranged a room block with onsite accommodations at a base rate of $219 per night.

Thank you for considering this request and please let me know if any questions, and/or if you’d like information about opportunities to partner with Ellevate Foundation as an event sponsor.

Sincerely,