Dear [ENTER MANAGER’S NAME],

I would like your approval to attend National Women in Roofing Day in Dallas, Texas, on March 5th. This is the premiere conference for multidisciplinary women professionals in the roofing industry to learn about the latest business strategies and tactics and share their secrets to success.

Sessions cover everything from XXX and XXX to XXX and XXX [insert topics that are most important to your business if needed]. Unlike many conferences, the sessions at NWiR Day don’t focus on using specific platforms or tools, nor is it all theoretical talk. The content is applicable to all roofing professionals, and I will walk away with the steps I need (and how to do them) to implement what I’ve learned.

Between the content presented in the sessions, post presentation Q&A with speakers, roundtables, and networking with fellow attendees, I plan to learn new strategies and tactics, and get a plan for action, so that I can help improve our efforts as soon as I return to the office.

NWiR Day will have sessions, including:

* [Insert 3 sessions that you think would benefit your organization]
* Learning how to [INSERT INFORMATION YOU’RE EXCITED ABOUT LEARNING AT A SESSION] will help me [INSERT A NEW SKILL HERE (I.E. HELP ME DEVELOP A STRATEGY ON xxxx THAT WILL ALLOW ME TO MEASURE ITS SUCCESS.; HELP ME LEARN HOW TO IMPLEMENT xxx TO IMPROVE PRODUCTIVITY AND EFFICIENCY.]

Upon my return from NWiR Day, I will share takeaways, including those that we can implement immediately to see real results. You can also learn more about the seminar at nationalwomeninroofing.org.

I’ve broken down the approximate cost of my attendance at NWiR:

* Airfare/Travel: [$IF APPLICABLE]
* Hotel: [$IF APPLICABLE]
* Seminar [and Conference] Pass: [$AMOUNT: make sure to consider whether or not you want to include attending IRE]
* Total: [$AMOUNT]

Thank you for your consideration of this request.

[YOUR NAME]