



Dear [Manager Name],

I would like to request approval to attend the **Drexel Alumni Emerging Leaders Conference on Friday, October 2, at Drexel University.**

The conference will bring together emerging and established leaders from a variety of industries to discuss leadership, creativity and professional growth. The event includes workshops, networking opportunities and a featured fireside chat with **Angela Val, president and CEO of Visit Philadelphia, and Jennifer Kebea, president of Campus Philly.**

I believe attending this conference would benefit both my professional development and our organization in several ways:

- **Professional Development:** Conference sessions will focus on leadership, communication, creative problem-solving and career growth. The strategies and insights shared by experienced professionals can help me strengthen skills that are directly applicable to my role.
- **Networking:** The opportunity to build relationships, exchange ideas and learn how peers are addressing common challenges can provide valuable perspectives that I can bring back to our team.
- **New Ideas and Best Practices:** I will gain exposure to emerging trends, innovative approaches and practical tools that can contribute to more effective collaboration, leadership and workplace performance.

I am confident that attending the Drexel Alumni Emerging Leaders Conference will help me further develop as a professional while providing knowledge and ideas that can positively contribute to our organization's goals. Thank you for considering my request.

Sincerely,

