Here's a sample letter you can customize to share with your employer to solicit support for your attendance.

To: Vice President of Human Resources (or appropriate title)

From: [Your name and title]

Subject: **Black Enterprise Women of Power Summit**
            March 11–March 15, 2026
            Las Vegas, NV

Date: [Date]

For more than 50 years, BLACK ENTERPRISE has been the leading voice for success-minded African Americans, offering invaluable business and career growth guidance. One of its flagship events, the **Women of Power Summit**, is the premier conference for executive women, uniting over 1,800 of the nation's top corporate female leaders, directors, and managers—most of whom are sponsored by their Fortune 1,000 corporation as part of their professional development.

This year, from March 11–15, 2026, the summit will take place at The Bellagio Hotel & Casino in Las Vegas, and I am excited about the opportunity to attend. For almost 20 years, the summit has empowered women like me to hone essential hard and soft skills, stay ahead of corporate trends, and refine decision-making and leadership capabilities. It is a transformational space for executive women, offering cutting-edge insights and personalized coaching.

I am confident that my participation will provide me with the tools, strategies, and industry knowledge needed to accelerate my professional growth—and ultimately contribute even more. **[Add relevant sessions or topics from our agenda]** will provide insights that are in alignment with **[add your company's goals]** and can be applied directly to **[mention how this will benefit your position or organization]**.

I would appreciate the opportunity to discuss this request further and address any questions you might have. I'm certain that attending this summit will not only enhance my leadership skills but also have a lasting positive impact on my performance and our organization.

Thank you for considering my participation. I look forward to discussing this opportunity with you.

Warm regards,
[Your Name]