***Use the letter below as a template to ask your employer to cover the registration fee for the PWIA Conference. Areas to be updated are highlighted in yellow.***

Dear (NAME):

The Professional Women in Advocacy (PWIA) Conference is the most recognized conference for women working in advocacy, government relations, legislation, public affairs and political engagement. Celebrating its 11th year, the event will be hosted in person at the Renaissance Washington. The conference attracts over 300 professionals from around the U.S. who seek education, industry insights and connections.

I believe that by supporting my participation at the September 28-29 conference, I will further my professional development while gaining industry knowledge I can use to advance our organization.

Conference registration includes keynote speakers, multiple breakout sessions in four education tracks, an Exhibit Hall, and many opportunities to network with other industry professionals one-on-one and in small groups.

(Highlight a particular session that would be beneficial to your position and your organization.)

The cost to attend this year’s conference is $750. (discounts apply for WGR members and early registration so be sure to capture the price that best suits your affiliation)

I am willing to discuss the request and answer any questions you may have. I am confident that attending the PWIA Conference would be advantageous for the organization and for my job performance.

Sincerely,

NAME