[Date]

Dear **[Your supervisor’s name]**:

I would like to attend the Young Professionals of Color Conference in Grand Rapids, MI presented by Cascade Engineering. This first-of-its-kind conference will enable me to attend a number of educational sessions that will help equip me with the skills necessary to be a successful person of color in my workplace.

The sessions are designed to provide ideas and solutions that I can begin implementing immediately. The lineup of diverse and esteemed local leaders from area companies and organizations will share their experiences and expertise to help me maximize this time in my career and leverage understanding my strengths and weaknesses for success. Interactive workshops and activities will include: presentations, discussion panels, Q&A forums, networking opportunities and small group mentoring.

The conference is free of charge this year, and requires just 4 hours of my time. Attending will give me the opportunity to develop stronger networks, make new contacts and gain knowledge in specific areas, which will make my attendance at the Young Professionals of Color Conference a wise investment of time for [Your company’s name]. I look forward to meeting with you to talk further about this opportunity.

Sincerely,

[Your name]