

Informal Email

Cut and Paste this informal email to your boss to secure his/her support.

Subject: Request to Attend the Women's Wellness Summit

Hi [Boss's Name],

I'd like to attend the upcoming Funeral Women Lead Women's Wellness Summit in Scottsdale, Nov. 17–19. The registration cost is \$695, and early bird pricing was just extended, which saves us money if we register now.

This is the first event of its kind for women in our profession, and the content is highly relevant—sessions focus on resilience, leadership, burnout prevention, and communication.

These are skills I can immediately apply and share with our team. I'll also come back with a personalized leadership and wellness plan and valuable new connections across the field.

I see this as a direct investment in making me a stronger, more effective leader here at [Company Name], and I'm committed to putting what I learn into practice to benefit our workplace.

[Here's the link](#) with more details.

Can I go ahead and get registered at the early bird rate?

Thanks for considering,
[Your Name]

Fact Sheet

Cut and paste this for a scannable overview that justifies the cost. Perfect for a boss who likes to cut to the chase.

Why Participation in the Women's Wellness Summit Advances Our Organization's Success

Event: Funeral Women Lead [Women's Wellness Summit](#)

Dates: November 17–19, 2025

Location: Scottsdale, Arizona

Investment: \$695 Extended Early Bird Rate (saves \$100 if registered by September 30)

What I Will Gain – and Bring Back to Our Team

Resilience Under Pressure

Practical tools for staying composed and making sound decisions in high-stress situations—skills that directly impact leadership effectiveness and team stability.

Burnout Prevention & Sustainable Performance

Evidence-based strategies to avoid burnout, model healthier routines, and foster a culture of well-being that reduces turnover and absenteeism.

Improved Collaboration & Communication

Insights and frameworks to strengthen teamwork, enhance trust, and improve productivity across our organization.

Expanded Professional Network

Access to a national community of peers and leaders in the profession, providing shared solutions and resources we can tap into long after the event.

Personalized Leadership & Wellness Plan

A concrete, actionable roadmap that I will implement immediately and share with colleagues to extend the value of this investment.

Why It's Worth the Cost

High ROI on Training: For less than the cost of many traditional conferences, this Summit delivers both leadership development and wellness strategies—two areas critical to employee performance and retention.

Extended Early Bird Savings: At \$695, the registration is discounted from the regular \$795 price—a direct savings of \$100 to our budget.

Tangible Deliverables: I will return with tools, strategies, and a structured plan that benefits not only me but also our entire team.

Bottom Line

This Summit is not simply time away—it is an investment in leadership capacity, team well-being, and organizational effectiveness. For a modest cost, you will see a direct return in stronger performance, improved morale, and actionable strategies we can apply immediately.

Formal Letter

Cut and paste this into an email or to print a hard copy for a more formal boss.

Re: Request to Attend the Women's Wellness Summit

Dear [Supervisor's Name],

I am writing to formally request approval to attend the Funeral Women Lead Women's Wellness Summit, taking place November 17–19, 2025, in Scottsdale, Arizona. This is the first event of its kind in our profession, designed specifically to strengthen leadership, enhance resilience, and promote sustainable performance among women leaders.

The registration cost is \$695 under the Extended Early Bird rate, which represents a savings of \$100 if I register before September 30. I believe this investment offers a strong return, both for me and for our organization.

Key Benefits I Will Bring Back:

Resilience under pressure – Tools to stay composed and make effective decisions in demanding situations.

Burnout prevention strategies – Practical approaches to modeling healthy routines and supporting sustainable performance across our team.

Collaboration and communication skills – Insights that will directly strengthen teamwork and improve productivity.

Expanded professional network – Connections with peers and leaders from across the profession, providing long-term shared resources.

Personalized leadership and wellness plan – A concrete, actionable roadmap I can implement immediately and share with our colleagues.

At a modest cost, this Summit combines leadership training with wellness strategies—two areas that are vital to employee performance, retention, and organizational growth. By attending, I will return with strategies and deliverables that will directly benefit our workplace and our team culture.

Thank you for considering this request. I am confident that the knowledge and skills I will gain at the Women's Wellness Summit will make me a more effective leader and an even stronger contributor to [Company Name].

Respectfully,