

TEMPLATE LETTER TO MANAGEMENT TO SUPPORT SPONSORSHIP TO ATTEND THE SHE-SUITE SUMMIT

DATE

To _____,

I'm excited to share a timely and relevant opportunity for (YOUR COMPANY) to support the development and advancement of all leaders and women in particular at [The She-Suite Summit](#) that will be held globally on Friday, March 8th during International Women's Day. I am writing to share this opportunity and request your sponsorship of my attendance.

This 9th annual event is hosted by Velvet Suite, Inc. the parent company of The She-Suite, a leadership innovation firm. Now more than ever, it is critically important that companies invest in building future-ready talent. This is more than an event, it is an experience that serves as a proven solution that offers deeper strategies to develop, retain and advance high-potential talent. Plus, every attendee will architect their 90-day plan. In a time of overwhelm, burnout and uncertainty, this can be a great opportunity to show our commitment to develop, invest and retain top talent.

Attendees and sponsors in the past have been from great organizations such as IBM, Deloitte, Society for Human Resource Management (SHRM), Allstate, T-Mobile, Booz Allen Hamilton, Attain, Department of Defense, Procter & Gamble, Cisco, KPMG, Freddie Mac, Comcast, Squire Patton Boggs and many others.

I believe this will be a wonderful opportunity for my personal and professional growth as well as building a network to advance the work of our organization through customers, industry experts and potential partners. I'm confident other women at our company would value the opportunity to attend as well.

The She-Suite® Summit is the premier global empowerment experience advancing talent with proven solutions for work and well-being. Attendees will build authentic connections and gain proven work/life strategies. Benefits also include networking, career development sessions, overcoming obstacles, dealing with stress and burnout, surprise giveaways, and much more.

Unlike other events, this experience empowers attendees with the tools to craft their personal brand. The experience is targeted toward rising and executive leaders. It also warmly welcomes men who are champions of advancing a diverse workforce.

This year's theme is *Your Next Chapter: Success on Your Terms*. I'm very interested in learning more about how to define my path toward next-level leadership and how to leverage purpose-driven leadership to make a greater contribution to the organization.

The Creator of The She-Suite Summit, Velvet Suite has a proven track record of developing top talent. Their signature program, a 24-week, digital accelerator called The Brand Leadership Institute (BLI) is currently featured as a best practice on CEO Action, a community of Fortune 500 CEOs committed to creating a more diverse and inclusive workforce by sharing success case studies in action. There is an opportunity for our company to pilot a BLI cohort which will kick-off at The She-Suite Summit.

The investment is as follows:

- **Individual Ticket** **\$499 per person (REGULAR RATE)**
- **5 Person Ticket Package** **\$2,500**

There are packages available for small groups as well as individual tickets.

By attending this experience, I will not only be able to develop myself but I hope to build relationships with the other attendees and bring what I have learned and applied through my development plan to the _____ (Company) and my team.

I'm looking forward to the opportunity to attend The She-Suite Summit24 and I thank you in advance for your consideration and your support. Given the event happens in the first quarter, I'd love your input by _____ date.

Thank you,
