Dear [MANAGER’S NAME],

I would like your approval to attend a unique women’s leadership retreat called Live Brave & Thrive, created and facilitated by bestselling author and women’s leadership expert Dr Margie Warrell. Held at The National Conference Center in Leesburg, Virginia, the weekend of **February 25-27, 2021, this 3-day program** addresses the specific challenges of professional women. Previous programs run across the globe - in the US, Asia and Australia – have received rave reviews from women who’ve found it to be a transformative program that builds critical skills for leading change and thriving under pressure.

Elizabeth Faber, Chief Talent Officer, Deloitte Asia Pacific, which sent five female senior managers and partners to this program in Singapore, wrote:

*Attending Margie’s workshop changed my life and that of my colleagues. I am quite confident you will walk away from her session agreeing that they were some of the best hours you have spent on yourself in a long, long time. A worthwhile investment for all leaders, both emerging and established.*

I believe this fully immersive weekend experience will help me become a stronger communicator while honing my unique strengths, enabling me to make an even more valueble contribution at [fill in name of your organization].

Dr Warrell draws on her research and decades of global experience – coaching, consulting and speaking – helping individuals, teams and top teir organizations (such as NASA, Salesforce, Dell, Google, Amazon) improve decision making, foster ‘cultures of courage’ and accelerate growth.

In addition to learning evidence-based strategies and diversifying my professional network, my specific intentions for attending are:

* *Goal 1 eg. Build my confidence to communicate and present with greater authority*
* *Goal 2 eg. Improve listening, address conflict within my team more constructively*
* *Goal 3 eg. Influence upward more effectively*

I’ve broken down the approximate cost for my attendance to Live Brave & Thrive:

·       Airfare/Travel: [$IF APPLICABLE]

·       Event Registration: [$1450 or $1190 if registrating before Dec 15] (Includes all weekend sessions, materials, leadership assessment, food and lodging)

·       TOTAL: [$AMOUNT]

I will be a very positive this investment will also be a strong demonstration of your commitment to DEI within [fill in name of your organization].

You can learn more about the retreat at <https://www.LiveBraveWeekend.com>. However if you’d like to speak to a member of the events team, please email bravewomen@margiewarrell.com

Thank you for supporting my ongoing development in this very meaningful way.

 [YOUR NAME]

 **\*\*Note for Government employees:**  If you are local to the DMV area, you should not have to go through Concur or take leave as this is over the weekend.  Just fill out that SF182 and we will see you there!"