**LOJ**  
  
Dear [NAME]

I’d like to let you know about the upcoming event Women In Insurance – and why I think it would be a great idea for me to attend.

Taking place on [DATE] in Boston, this is a fantastic chance for me to represent our organisation, make invaluable new connections and bring a whole new dynamism, purpose and energy to our workplace. It is organised by the team behind *Insurance Business* – one of the insurance sector’s leading industry publications.

This event offers a great overview of strategies to empower and boost the careers of women in our industry, as well as solutions to many of the issues that women in insurance may face – featuring insights from a variety of industry veteran speakers, and discussion that will be challenging, stimulating and inspiring.

The registration fee is *[insert registration package that is best suited to you].* I’m requesting approval for both registration and travel costs to the event. I genuinely feel this would be an invaluable investment in the future of our organisation.

Thank you in advance for your consideration. Please don’t hesitate to let me know if you have any questions regarding my proposed trip to Women In Insurance. I’ll be happy to discuss things further.

Best regards,

[NAME]