

## Letter to Employer

Here's a sample letter you can customize to share with your employer to solicit support for your attendance.

**To:** [Leadership name and title (i.e. CEO, VP, HR)]

**From:** [Your name and title]

**Subject:** Stage Power Intensive for Rising Organizational Leaders and Executives – April 27, 2024, Linthicum Heights, MD

**Date:** [Date]

I am writing to request your support in sponsoring my attendance at Stage Power Intensive ([StagePowerIntensive.com](https://www.stagepowerintensive.com)) a full-day communication skills training specifically for rising organizational leaders and executives. This event is scheduled to take place Saturday, April 27th, 2024, at the Sheraton Baltimore Washington Hotel in Linthicum Heights, MD.

SPI is organized by Vocal Value, a training and development boutique consultancy empowering rising organizational leaders and executives with communication skills to grow their organizational impact and influence. This full-day personal development learning brings together professionals from various industries to offer insights into everyday communication challenges and victories.

This workshop provides a platform for rising organizational leaders and executives to:

- Learn the scientific principles of body language that enhance verbal communication.
- Learn techniques for utilizing nonverbal signals to foster impactful connections, whether in intimate settings or with larger groups.
- Hone team building and management skills.
- Practice performing public speaking skills.

I believe that by attending Stage Power Intensive for rising organizational leaders and executives, I can acquire valuable insights and tools to further my professional development. I am drawn to the opportunity to **[Highlight a learning opportunity that resonates with you]** as it directly relates to my role within the company and could greatly benefit our ongoing projects and objectives.

Thank you for considering my request. I am confident that my participation in SPI will be an investment that yields significant returns to our organization. I look forward to the opportunity to discuss this further and explore the potential benefits for our company.

Sincerely,  
**[Your Name]**