

## Goodman Alumni Summit 2024, Letter for Your Boss

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request your permission to attend the Goodman Alumni Summit – a professional development day at my alma mater – on Friday, September 20, 2024.

Based on the agenda, I believe my attendance would be highly beneficial for my role and our team. The event will include an Executive Presence Workshop designed to help participants lead any room with impact and influence. There's also a series of lightning talks by leading professors that will highlight using psychology to stand out and what it means to make an impact among other topics. The keynote is a world-renowned marketing professor who will be talking about delivering superior customer experience and the importance of managing firms from an interdisciplinary lens. Additionally, there will be networking sessions throughout the day.

The summit is also a great value, with the cost to attend being \$55 and is inclusive of all meals and parking with the deadline to register being September 13.

Please let me know if you would like additional information, or you can visit the summit website [here](#) for more details. I hope that you will grant my request for the time and resources to attend.

Thank you for your consideration.

Best regards,

[Your Name]