**Sample Letter to Leader - Grow Women Leaders Summit 2025**

**Dear [Leader’s Name],**

The GROW Women Leaders Summit 2025 is taking place from **October 22–24, 2025**, at the **Edmonton Convention Centre – Edmonton, Alberta**, and I believe this is an incredible opportunity for me to grow professionally and contribute valuable insights to our organization.

**[CPHR Designates]** This summit has been **pre-approved by CPHR Alberta for 16 Continuing Professional Development (CPD) hours**, with sessions that cover multiple HR competencies required for maintaining my designation.

**[Associate and Candidate Members]** The concurrent workshops and sector-specific panels will allow me to deepen my understanding of the core competencies outlined by CPHR Alberta and identify the skills I need to build as I work toward certification.

**[General Members]** The event’s programming is highly aligned with the learning goals established by our professional association and offers timely insights into emerging workforce trends, talent development, inclusive hiring, and leadership best practices.

In addition to workshops, the summit includes networking events, employer roundtables, and an inclusive hiring marketplace, allowing participants to learn directly from leading companies and underrepresented jobseekers. These engagements support real-time learning about innovative and inclusive workforce strategies that we can adapt to our own context.

I am especially excited to attend sessions such as:

* **“Building Inclusive Work Cultures: Empowering Women Across Sectors”**
* **“Implementing Best Practices in Inclusive Hiring”**
* **“Leadership, Equity, and the Future of Work”**

These workshops offer actionable tools to build a more equitable workplace culture, adapt recruitment strategies, and support career progression for diverse talent.

**In order to attend the summit, I am requesting approval for an** **In-Person, Executive + Recognition Award Dinner Ticket at $1,049.99 + GST.** This ticket includes full access to:

* All keynotes, workshops, and breakout sessions
* Networking events and curated employer/employee roundtables
* The Inclusive Hiring Marketplace
* Meals, snacks, and exclusive access to the **Executive Recognition Award Dinner**
* Post-event on-demand content for extended learning

Please let me know if you’d like more details. Thank you in advance for supporting my professional growth and our organization’s commitment to inclusive excellence.

Sincerely,
[Your Name]