To: (Your Employer)  
From: (Your name)  

**Sponsorship Request:** Participation in the Women of Color Leadership Conference  

**When:** June 5th, 2020  

The 15th annual UMKC Women of Color Leadership Conference will take place on June 5, and I am seeking your financial support to attend the conference.  

The WOCLC is a dynamic annual conference hosted by the Division of Diversity and Inclusion. Its mission is to provide an environment for, by and about Women of Color that promotes equity, education and professional development in the Kansas City area.  

Participation in this conference will allow me to:  

- Strengthen cross-cultural leadership skills  
- Understand the importance of developing and sustaining culturally-competent skills  
- Develop relationships and resources to continue professional and personal growth  
- Enhance effective communication in diverse work teams  

Individual registration for the conference is $80 and includes:  

- Conference admission including a continental breakfast, breakout sessions, keynote luncheon and networking session on June 5  

Thank you for considering this opportunity to sponsor my professional development. For further information on various conference sponsorship levels, visit [www.umkc.edu/woclc](http://www.umkc.edu/woclc)  

I look forward to your reply.  

Regards,  

(Your Name)