Dear [**BOSS/MANAGER**],

I am writing to enthusiastically request your approval to attend Reaching Out MBA’s ROMBA Conference, taking place virtually this year October 2&3, 8-10. The ROMBA Conference is the world’s largest gathering of LGBTQ+ MBA students and alumni. As an MBA/business program alumnus, attending this three-day event will provide me with invaluable education and networking opportunities, in which I can learn from and connect with fellow LGBTQ+ business professionals and future business leaders.

The ROMBA Conference is a unique and engaging event. As a representative of the [**Company**], I will be able to be an ambassador of our brand and bring back important knowledge.

**Some more information on the ROMBA Conference:**

* Last year, over 1,800 people attended. This includes, among others, close to 800 MBA and graduate students, as well as 800 professionals/alumni.
* Topics cover a wide range of important business topics, including LGBTQ+ authenticity in the workplace and tracks focused on various practice areas, including consulting, finance, retail, media & entertainment, social impact, and more.
* The workshops and panels include some sessions focused primarily for post-graduation LGBTQ+ professionals.
* Each year, speakers include C-Suite Executives who have been LGBTQ+ and Ally trailblazers. The Conference also includes celebrity speakers, and those in the past have included: Anderson Cooper, Peter Thiel, Lena Waithe, George Takei, Margaret Cho, and more.

In allowing me to represent [**Company**] at this event, [**Company**] will be showcasing its commitment to LGBTQ+ diversity and inclusion. In supporting my attendance at these education sessions and networking opportunities, you will allow me to bring back important information for the LGBTQ+ ERG leadership.

The only costs for my attendance this year will be for registration, as ROMBA will be held virtually. The sooner I sign up the better, as the virtual conference platform will allow me to start communicating with other attendees a full month before the conference takes place. I hope you agree that my attendance at the ROMBA Conference will be well worth it!

For more information on the ROMBA Conference, please visit Reaching Out MBA’s website, here: <https://www.reachingoutmba.org/romba-conference>.

Please let me know if you’d like to set up some time to discuss internally in the coming weeks.

Thank you for your consideration and I hope to hear from you soon.

Best regards,

**[NAME]**