

**“Life is too short
to play games
with your potential.”**

- Candace Doby

The logo for 'OWN YOUR BRILLIANCE WEEKEND RETREAT' is located in the top right corner. It features a white circle containing the text 'OWN YOUR BRILLIANCE' in a bold, black, sans-serif font. Above the text are several vertical orange lines of varying heights, resembling a stylized sunburst or a bar chart. Below the main text, the words 'WEEKEND RETREAT' are written in a smaller, black, sans-serif font.

**OWN YOUR
BRILLIANCE**
WEEKEND RETREAT

Hi **[manager]**,

As part of my ongoing commitment to developing as a leader and contributing increasing value to **[organization]**, I'd like to request approval to attend the Own Your Brilliance Retreat in Atlanta, GA on **[dates]**.

This retreat was designed as an intimate and immersive space – specifically for Black, young professional women in early to mid-career positions who want to learn and apply the building blocks of courage to help them speak up confidently, show up authentically and step-up boldly at work.

Over two days, I will be immersed in a framework that teaches me how to develop and activate personal courage so I can take action to be visible, vocal and of value at **[organization]**. I'll also receive feedback, support and guidance in a psychologically-safe environment with other women of color who are doing the work to bust limiting beliefs, understand inner workings of fear and courage, and create courageous plans of action to show up in professional spaces.

The investment for the retreat is \$1,697. You can also choose to become a sponsor of the event. I've attached more information about sponsorship. I know **[organization]** is committed to utilizing its learning budget to help emerging leaders like me learn and grow, and I believe this opportunity will help me do just that.

More information about the retreat and the host, Candace Doby, can be found here: <https://candace-doby.com/own-your-brilliance-retreat/>.

Thank you for partnering with me in my continued growth at **[organization]**.

Gratefully,
[your name]

Note: Please personalize this letter to fit your voice.