

**Subject:** Request for Sponsorship to Attend Leadership Retreat

Dear [Recipient's Name],

I am writing to request sponsorship for my attendance at the *Reignite Your Spark: Women's Leadership Retreat*, an in-person leadership retreat hosted by Destra Consulting Group from June 19-22, 2025. This event promises to be an invaluable opportunity for professional growth, and I am confident that my participation will bring significant benefits to [organization name].

The retreat focuses on leadership development, change management, and facilitation techniques—all directly relevant to my role as [job title]. Through interactive workshops, personalized coaching, reflection, and networking, I will gain actionable insights and tools to enhance my leadership effectiveness and contribute to the success of our team.

The retreat spans just three days, making it a time-efficient way to invest in skill-building and professional development. Early bird registration, which offers reduced fees, is available until February 2, 2025. In addition to the retreat registration fee (which includes accommodations and meals), I am seeking sponsorship for associated travel expenses.

As [job title] at [organization name], this experience will empower me to bring back fresh perspectives, innovative strategies, and enhanced leadership capabilities to support our organization's goals. I would be happy to discuss this opportunity in more detail and explore how it aligns with [organization's] mission and priorities.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Sincerely,  
[Your Name]