<INSERT DATE>

Dear <INSERT NAME>,

I am writing to request <INSERT COMPANY>’s support of my involvement in the Society of Women Engineers’ (SWE) local conference, WE Local <INSERT CITY>.

SWE is one of the largest non-profit organizations dedicated to the advancement and empowerment of women in engineering and technology. I have been a SWE member for <INSERT NUMBER> years, and a <INSERT COMPANY> employee for <INSERT NUMBER> years. My membership with SWE has provided a forum to grow as a leader, manager, public speaker and overall engineer. The professional development skills I gain with SWE and the Society’s events allow me to reach my fullest potential as an employee at <INSERT COMPANY>.

**ABOUT WE LOCAL**

WE Local is a program that was developed to bring the excitement and energy of SWE’s annual conference – on a smaller scale – to members’ backyards around the globe through local conferences. The event provides the opportunity to network with like-minded individuals and engage in professional development for personal and career advancement.

WE Local <INSERT CITY> will take place at <INSERT VENUE> on <INSERT DATE>. There will be no shortage of panel discussions, workshops, demonstrations and educational sessions that will help me develop my skills as a <INSERT ROLE> at <INSERT COMPANY>. Specifically, I would look forward to attending <INSERT MORE DETAILS ON SESSIONS THAT PERTAIN TO YOUR ROLE>.

More information about WE Local can be found at [welocal.swe.org](https://welocal.swe.org/).

**INVESTMENT**

The following table demonstrates areas in which <INSERT COMPANY> can provide support to offset the costs associated with my involvement in WE Local.

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Notes** |
| Membership Dues | $100 | Varies based on membership status and relevant discounts |
| Registration | $100-$400 | Varies based on membership status and relevant discounts |
| Hotel | $500 | Approximately $250/night for 2 nights |
| Travel | $50-$400 | Round-trip airfare or gas for car travel (domestic) |
| Meals/Incidentals | $150 | $50/day |

**COMPANY EXPOSURE**

In addition to my request above, I’d like to encourage <INSERT COMPANY> to explore a presence at WE Local, as this is a perfect opportunity for significant brand recognition and recruiting. SWE’s career fair at WE Local features large engineering and technology organizations seeking qualified candidates for jobs. WE Local is a great place for <INSERT COMPANY> to tap into this market of women engineers for open roles.

In addition to, or in lieu of, sponsorship at WE Local, <INSERT COMPANY> may wish to consider Associate Membership. This is a corporate membership package that includes three individual SWE memberships, two 60-day postings on SWE's Career Center (careers.swe.org) and other exposure throughout SWE's website and annual report.

By partnering with SWE, <INSERT COMPANY> would be aligning themselves with a premier organization promoting diversity and inclusion in the workplace.

**ABOUT SWE**

SWE supports engineers and leaders through networking, professional development and the shaping of public policy, in addition to offering outreach programs and scholarships to inspire young girls to become engineers. SWE champions the value of diversity by being the catalyst for change throughout the industry. It is an organization that has supported women for more than 70 years as they seek to be their authentic selves in all stages of their careers and continues to be an organization that I personally value very highly in my own professional development.

The mission of SWE is to: empower women to achieve their full potential in careers as engineers and leaders; expand the image of the engineering and technology professions as a positive force in improving the quality of life, and demonstrate the value of diversity and inclusion.

The organization operates with the following core values.

* **INTEGRITY**: We aspire to the highest level of ethical behavior as evidenced by honesty and dignity in our personal and professional relationships and responsibilities.
* **INCLUSIVE ENVIRONMENT**: We embrace diversity in its broadest interpretation and commit to creating an inclusive environment for all our members and stakeholders. We value the contributions of a diverse membership, which enables SWE to achieve its full potential.
* **MUTUAL SUPPORT**: We provide an organization that fosters mentoring and the development of professional and personal networks.
* **PROFESSIONAL EXCELLENCE**: We conduct our activities in a professional manner, demonstrating and demanding the highest standards of business practices.
* **TRUST**: We share a common definition of success with open, transparent access to common information, building mutual respect and confidence in the competence of those with whom we lead, serve and partner.

When comparing these values with the mission, vision, and values of <INSERT COMPANY>, there are noteworthy parallels in the areas of teamwork, integrity, and respect. In addition, supporting SWE aligns with the organization’s mission for national recognition and providing development opportunities for its employees.

**PERSONAL INVOLVEMENT**

<DETAIL INFORMATION ABOUT SPECIFIC INVOLVEMENT AND LEADERSHIP ROLES IN SWE>

I hope you will consider the information I’ve presented herein and welcome the opportunity to discuss it further. Thank you for your consideration.

<INSERT SIGNATURE>

**USEFUL LINKS**

* [www.swe.org](http://www.swe.org)
* [welocal.swe.org](https://welocal.swe.org/)
* [SWE Corporate Membership](https://swe.org/partner/organizational-membership/)