

Subject: Request to Attend – LAUNCH Leadership Program

Dear [Supervisor Name],

I'm writing to request approval to attend the upcoming Texas Library Association [LAUNCH leadership event](#) taking place July 27 – 29 in Austin. This two-day event is specifically designed for early-career library professionals like myself, with a focus on developing leadership skills and building confidence.

Attending this event would be highly beneficial for my professional growth and positively impact the library. Here are some reasons why:

- **Leadership Development:** Interactive sessions focused on topics including emotional intelligence, personal power and crucial conversations - skills crucial for me to take on future leadership roles within the library, ultimately strengthening our team's overall effectiveness.
- **Networking Opportunities:** Connect with other early-career librarians and exchange valuable knowledge and potential collaborations on programs or resource-sharing, benefiting the library directly.
- **Confidence Boost:** Sessions to empower early career librarians and provide tools to navigate challenges and opportunities.

LAUNCH will help me develop strategic skills to be a more valuable asset to the library team. **[If a TLA member can mention about the discounted member rate].**

I appreciate your consideration of this request and look forward to discussing it further.

Thank you for your time and support.

Sincerely,

[Your Name]