<INSERT DATE>

Dear <INSERT NAME>,

I am writing to request <INSERT COMPANY>’s support for my involvement in the Society of Women Engineers (SWE), 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 allow me to reach my fullest potential as an employee at <INSERT COMPANY>.

**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 65 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 stimulate women to achieve their full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force in improving the quality of life, and demonstrate the value of diversity.

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>

**Benefits of SWE Involvement**

There are numerous professional development offerings made through SWE’s annual conferences and section events that are directly applicable to my career with <INSERT COMPANY>. These allow me to learn new skills and converse with like-minded professionals, many of whom I can call upon to troubleshoot specific issues in the workplace and possibly recruit into our workforce. There is also an extensive library of free webinars which may be of interest to the company to present to the staff.

The flagship event is the Society Annual Conference, held in the fall each year. The conference provides me with an excellent opportunity to advance professionally, acquiring skills and techniques that will make me a more effective employee and future leader. For example, <INSERT LEARNING OPPORTUNITIES SPECIFIC TO YOUR ROLE>.

Furthermore, I’ll be joined by nearly 15,000 talented, like-minded women, many of whom are pioneers not only for women in the field, but to engineering as a whole. Attendance at this event inspires me and reinvigorates my passion for my career choices each year.

In addition to the main Society Conference, SWE also offers a similar, albeit smaller, conference in different cities across the country. These WE Local conferences are mini versions of the Society conference, attracting approximately 400 attendees, and offering additional professional development and networking opportunities at a local level.

**Investment**

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

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Notes** |
| Membership Dues | $100 | Varies based on membership status and relevant discounts |
| Annual Conference |  |  |
| Registration | $500 | Varies based on membership status and relevant discounts |
| Hotel | $1000 | Approximately $250/night for 4 nights |
| Travel | $400 | Round-trip airfare |
| Meals/Incidentals | $150 | $50/day |
| WE Local Conference |  |  |
| Registration | $150 | Varies based on membership status and relevant discounts |
| Hotel | $400 | Approximately $200/night for 2 nights |
| Travel | $400 | Round-trip airfare |
| Meals/Incidentals | $100 | $50/day |

**Company Exposure**

In addition to my request above, I’d like to present a few opportunities where <INSERT COMPANY> could benefit from a partnership with SWE to gain recognition as well as access to membership as a recruiting pool.

Sponsorship opportunities are available for organizations at the annual conference and WE Local conferences. Opportunities range from brand exposure to onsite recruiting.

In addition to, or in lieu of, sponsorship of events, <INSERT COMPANY> may wish to consider Associate Membership. This is a corporate membership package that includes three individual SWE memberships, one registration to SWE's Annual Conference, 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.

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](http://societyofwomenengineers.swe.org/support-swe/corporate-and-associate-membership)