**Subject**: Request to Attend the ICBA LEAD FWD Summit

Dear [NAME],

I’d like to request approval to attend ICBA’s [LEAD FWD Summit](https://icba.org/leadfwd), a premier leadership development experience tailored specifically for leaders in the banking industry. This event uniquely blends high-impact leadership training with deep dives into the latest banking trends, regulatory shifts, and innovation strategies—making it especially relevant to our work at [BANK NAME]. It’s designed to equip leaders like me with the tools and insights needed to navigate today’s evolving workplace and financial landscape.

**Why LEAD FWD?**
Taking place Sept. 8-9 in Bloomington, MN, LEAD FWD is more than a conference—it’s a hands-on, forward-thinking experience that aligns directly with our goals. The agenda includes sessions that will support key initiatives I’m currently involved in, such as:

* [Insert Initiative 1]
* [Insert Initiative 2]
* [Insert Initiative 3]

Attending will allow me to gain fresh perspectives, sharpen my leadership skills, and return with actionable strategies to support our team and company-wide goals.

**Estimated Cost**

* Registration: [Insert]
* Airfare: [Insert]
* Hotel: ~$209/night (negotiated rate)
* Meals: $0 (included)
* Transportation & Incidentals: [Insert]
* **Total**: [Insert Total]

After the event, I’ll share a summary of key takeaways and an action plan to apply what I’ve learned. LEAD FWD is a valuable investment in my growth as a leader—and in the continued success of [BANK NAME].

For more information on LEAD FWD, you can visit icba.org/leadfwd or review the attached flyer.

Thank you for your consideration.

Best regards,
[Your Name]