



## Women in Supply Chain Forum™ 2026: Attendance Justification Letter

Dear \_\_\_\_\_,

*Insert Manager's Name Here*

I'm writing to request your approval to attend the 2026 Women in Supply Chain Forum™. The Women in Supply Chain Forum™, owned and operated by *Food Logistics* and *Supply & Demand Chain Executive* publications (also known for the Pros to Know award, Top Tech Startup award, Women in Supply Chain Award and more), is a 2.5-day in-person conference that brings together supply chain executives from all backgrounds, experiences, journeys and skillsets to network, learn, educate, mentor and advance their connections in the supply chain space and provide support and community to females in the supply chain space.

This year's event is scheduled to take place Nov. 17-19 at the Charleston Marriott in Charleston, S.C. Registration includes access to the entire conference and all sessions, including meals and refreshments where indicated [in the agenda](#). Early bird registration discounts are available, and booking my hotel early means I can take advantage of the group rate.

This year's theme is "Self-Advocacy in the Workforce: Branding Yourself While Empowering Others to Climb the Corporate Ladder." The agenda includes several areas for 1:1 personal networking, peer-to-peer mentorship, a Market Overview session, which details market conditions and forecasts ahead for the supply chain space, and more.

2025 and 2026 Women in Supply Chain Award winners can take advantage of a special promotional rate.

Here's a breakdown of past attendees' titles:

<https://www.womeninsupplychainforum.com/why-attend/>

And, here's a list of testimonials from past attendees:

<https://www.womeninsupplychainforum.com/why-attend/#testimonials>

I hope you agree that this will be a great opportunity for me to learn new ways to do business and to develop relationships with key contacts in the industry. Upon my return, I'll be ready to share key takeaways, including best practices, mentorship opportunities and more. Thank you for your consideration.

Signed,

\_\_\_\_\_  
*Your Name*

\_\_\_\_\_  
*Date*