

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Today's Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request your approval to attend the upcoming 2026 ULI Young Leaders Exchange (YLX) in Fort Worth, TX, from May 14 – 16. The YLX is an annual commercial real estate conference aimed at cross-disciplinary real estate professionals from around the Americas, between the ages of 25 and 35. I believe this conference would be an invaluable opportunity for me to develop my professional skills, as well as to network with other leaders and colleagues in our industry.

As a Young Leader in ULI (under 35), I will have exclusive opportunities to engage with the Young Leader Experience. This curated conference is designed specifically for growing professionals like me. This program will allow me to connect with peers during panels and sessions organized by the ULI Dallas-Fort Worth team and to learn from experienced professionals on an exclusive Young Leader tour.

Attending this conference would not only be an investment in my professional development but also in our company. With ULI's reinforced focus on providing multiple avenues for engagement in the Young Leader cohort, there's never been a better time to get involved. By participating in the YLX, I will bring back valuable insights and knowledge that can be applied to our current projects and future initiatives and begin building the vital relationships that we can rely on when we get there.

Thank you for considering my request. I am happy to provide any additional information or answer any questions you may have about the ULI's YLX.

Sincerely,

[Your Signature]

[Your Name]