

Dear [Sir, Madam],

With this letter I would like to state my motivation to participate in the upcoming panel discussion “Texas Women in Gaming & Animation” organized by the Texas Film Commission and Governor’s Commission for Women on Thursday, September 19, 2019 from 4:00 – 5:30 p.m. in Austin.

The event theme is especially relevant to my professional area, and therefore I would appreciate being given an opportunity to attend alongside other members of the industry.

A special added value of this event is the opportunity to network with other professionals, which is an exceptional opportunity for horizontal exchange of experience. The panel itself will also dive into best practices for my professional development and that of the company.

The event itself is free so there is no direct cost associated. Additionally, with the event taking place later in the afternoon, I am only asking to miss a few hours at the end of the day to attend and I have made arrangements to ensure my absence does not impact any current deadlines.

Please reference the full description and information about the event [here](#).

I am confident you will find this event to be a worthwhile investment for myself – both professionally and personally – as well as our company as a whole.

Sincerely,

[Name Surname]