Person you’re addressing

Title

Phone

Email

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

The HR Conference & Expo 2021 is a two-day virtual event on September 27th and 28th. I believe my participation is critical to bring new ideas and approaches to our organization and further my professional development. I would like to request approval to attend.

By attending this event, I will be among hundreds of human resource and management professionals across Canada to hear HR experts and innovators talk about relevant issues facing HR professionals and organizations today. I’ll come away with practical tools, ideas and strategies for our workplace, which we will be able to incorporate into our business operations.

There will be exhibitors on hand at the conference’s HR industry specific expo, which I will be able to network and engage with. Through these interactions, I anticipate being able to bring new ideas back that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues, as well as strengthen existing relationships.

If I am one of the first 250 registrants to sign-up, I will also get access to a two-hour online workshop being offered on September 24th on the topic of the fundamentals of anti-oppression. If I sign-up before August 15, we would only need to invest (insert appropriate price) for me to attend. If I sign-up after August 15, it will cost more but it is still great value for the program they are offering.

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. After returning, I will provide a summary of key takeaways and recommended actions.

I would appreciate your approval and will work to ensure we get the full value of this event.

Thank you for your consideration.

(signature)

Your Name