Dear INSERT NAME,

The [2017 Spring Conference](https://www.eiseverywhere.com/ehome/204444) is an opportunity for Goodwill mission leaders, human resource, government relations and resource development professionals to engage in networking and learning opportunities. Human resource professionals can earn CEU credits by attending certain sessions throughout the conference. We will also celebrate achievements during the Recognition Reception, including the Centers of Excellence Awards.

I plan to participate in the following sessions to strengthen my professional development and bring new ideas to our organization:

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Here’s how these conference sessions relate to my role, and how I think it will impact my performance:

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Here are the costs associated for attending the 2017 Spring Conference:

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| Airfare: |  |
| Hotel: |  |
| Registration Fee: |  |
| Miscellaneous (meals/taxi) |  |

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to other team members. I appreciate your consideration for approval. I will work to make sure we get the full value of this conference.

Sincerely,

INSERT YOUR NAME