Dear INSERT NAME,

The [2019 Goodwill® Spring Conference](https://www.eiseverywhere.com/ehome/277272/608142/) is taking place at the Omni Fort Worth Hotel! Goodwill’s Spring Conference and Member Marketplace *LIVE* is an opportunity for Goodwill leaders in mission advancement, resource development, and human resources to engage in networking and learning opportunities. The event also celebrates Goodwill achievements with​ the Centers of Excellence Awards. HR professionals can receive continuing education credits (CEUs) through the HR Certification Institute​ by attending designated sessions at the conference.

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 2019 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