Dear INSERT NAME,

The [**2019 Goodwill® Summer Conference**](https://www.eiseverywhere.com/ehome/353622?&t=c4fc3fa3f6ecc0a66b756a6f3d62643f) is taking place at the Wyndham Grand Pittsburgh Downtown hotel! Goodwill’s Summer Conference and Member Marketplace *LIVE* is an opportunity for Goodwill® retail, marketing, information technology, finance, business services and resource development professionals to engage in networking and learning opportunities. The event also celebrates Goodwill achievements and we can earn valuable CPE credits in accounting and specialized knowledge fields of study 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 Summer 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