Dear [BOSS],

Amazingly, it has been [insert number] months since I have had the opportunity to attend an in-person conference and bring back a wealth of knowledge, insider tips, and strategies that will help me truly move myself, our partnership, and [organization name] ahead.

Office Dynamics International, an industry leader in the development and presentation of sophisticated executive and administrative assistant training, coaching, and resources is giving me that incredible opportunity this October 26-29 at their annual signature event in Las Vegas, The Conference for Administrative Excellence. Through 20 dynamic sessions and countless opportunities to connect with speakers and experts, I will further my skill set and return with purposeful solutions that impact our organization's mission, goals, and values.

Having experienced the collaboration limitations the last [insert number] months, attending The Conference for Administrative Excellence will allow me to regain the benefits of true face-to-face interaction, relationship building, and networking. More importantly for [organization name], the practice sharing opportunities with administrative assistants, executive assistants, specialists, service managers, and administrators will provide me with the knowledge we need to successfully navigate new dynamics and workplace challenges brought on by the pandemic. These personal connections and professional learnings provide long-term mutual benefits that will impact [organization name] bottom line as we prepare for our comeback post-COVID.

The cost to attend is far less than the value incurred. For $1,595, I will receive over 30 hours of learning, applicable content, and connection building.

Not to mention, the savings on lodging and airfare provide an invaluable opportunity for only a fraction of the cost. Instead of the average travel cost of $1,500 - $2,300 for 3-4 nights, [organization name] will only pay $950 - $1,700.

If you want more information, simply visit officedynamicsconference.com. Otherwise, if approved, I will book today, so I can begin planning for leave to attend the Conference for Administrative Excellence.

Thank you,

[INSERT YOUR SIGNATURE INFO]