Dear [Leader],

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 opportunity this October 18 - 21 at their annual signature event in Las Vegas, The Conference for Administrative Excellence. Through 17 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.

Returning to face-to-face interaction, relationship building, and networking is vitally important as we navigate new dynamics and workplace changes. I am eager to hear best practices from other attendees who represent a variety of industries and size businesses.

Our investment for this learning opportunity is $1,695. This price also includes a robust participant workbook, teambuilding activity, breakfasts, lunches, breaks, a welcome reception, and a gala.

Of course, I will do my homework to obtain the best air fare and ground transportation rate. Office Dynamics has a block of hotel rooms at a highly reduced rate of $205 plus taxes and fees.

If you would like more information, visit OfficeDynamicsConference.com. Otherwise, if you approve, I will register today. I appreciate your support in my professional development.

Thank you,

[INSERT YOUR SIGNATURE INFO]