

Dear <Supervisor>,

I would like to attend the Health Benefits Conference & Expo (HBCE) January 20-22, 2020 in Clearwater Beach, Florida. HBCE is one of the top benefits and wellness education conferences in the nation and brings together over 200 benefits professionals from across the country.

HBCE has a unique structure that places a strong focus on case studies to provide tried-and-true solutions to problems that are affecting the benefits industry. This conference gives me a chance to learn about and network with service providers that could be helpful to our organization. With various pricing tiers, it is one of the most affordable conferences of its kind.

In reviewing the program agenda that has been published, I have identified multiple educational sessions that would provide beneficial information for my role and our organization. The top three of them being:

- Insert session you feel would particularly resonate with your role/organization here.
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HBCE also gives me the opportunity to earn my continuing education credits for no additional cost.

The full price conference fee is <insert full conference fee based on sector> but can be reduced by \$100 by registering before December 19, 2019. Registering early will also help me to secure the best flight options, and make hotel arrangements at a reduced price, keeping the overall cost down. Investing in education is an opportunity for me to enhance our programs in the future.

Please consider my attendance. I will gladly provide additional information if needed in order to make a sound decision.

Thank you for the consideration,

<Your name>