

Dear < supervisor/individual with budget approval authority >,

I would like to attend the International Society's Annual Employee Benefits Symposium August 20-23, 2023. This is one of the largest events in the industry of credentialed benefits professionals in the country, bringing together more than 500 attendees from across the U.S. and Canada.

The Symposium is a dynamic forum where I can learn new solutions, trends and alternative approaches to help us face the most pressing challenges. The conference is consistently rated highly by attendees and the educational content is delivered at an advanced education level. The best of the best in benefits attend the Symposium, and it creates a place where I can learn alongside industry leaders who share my passion for the profession and my desire to continue my education.

After reviewing the conference agenda, I have identified several educational sessions that will provide the knowledge I need to better serve our clients. I'll also bring back concrete ideas that can positively affect our bottom line.

Conference sessions are facilitated by industry experts and colleagues who have faced similar challenges. I've highlighted my top session picks below, each chosen because it directly relates to an issue we are currently dealing with:

- Session
- Session
- Session

< insert the session descriptions which most apply to your responsibilities. >

I also have the opportunity to earn continuing education credits that will satisfy my <profession> requirements. The Society is a recognized sponsor of continuing education programs in both the United States and Canada. In 2022, the Symposium qualified for an average of 16 continuing education credit hours.

The full-price conference fee is \$1,495, but can be reduced by \$100 by registering before July 10, 2023. Registering early will also help me to secure the best flight options, which will help keep costs down.

The opportunity for me to develop better contacts and gain knowledge in specific areas makes my attendance at the Symposium a wise investment.

Please consider my attendance. I'll be glad to provide any additional information that you need to make a sound decision.

Sincerely,

<Your Name>