[GREETING]

I would like to bring more value to my role at [COMPANY]. I believe I can do this by attending an online professional development and networking conference specifically for business-winning professionals.

On 7-8 March, in Barcelona, APMP’s BPC Barcelona 2024, which the Association of Proposal Management Professionals hosts, provides two days of educational sessions and networking events, including content on topics that apply to my role:

[indicate 5 sessions/activities that relate to your role]

Attending these seminars in one place will save the time and effort it would take to research each topic separately. In addition to bringing back fresh ideas and concepts from industry experts, I would be expanding my network of colleagues to support me in my current role by offering insight on best practices and navigating challenges as they arise.

I am happy to provide a report after the event to illustrate takeaways and experiences gained from the conference and methods on how these takeaways can be implemented.

I would be out of the office between [time frame for out of office].

The registration cost for BPC Barcelona 2024 is [member or nonmember rate].

Attending this conference is an invaluable opportunity for me to meet and learn from people who do exactly what I do. I would immediately apply what I learn to my current projects.

I appreciate your consideration of this investment.

[CLOSING]