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Hello [Supervisor Name],

The **NTCA HR + Benefits Conference**, August 5-8, is a conference tailored for HR and benefits professionals in the rural broadband industry. Therefore, I would like to attend to get specialized content, invaluable networking opportunities and applicable solutions unique to the challenges that rural broadband HR professionals face.

As a [small] department [of one], it is an indispensable opportunity for me to continue my professional development with industry experts and colleagues who will share their experiences, best practices and trends in human resources and employee benefits.

The event lineup offers actionable ideas that can be put into practice and will benefit [company name], and the takeaways will help strengthen the workplace and advance our organization. It also will give me the chance to take an up-close look and talk one-on-one with NTCA staff, specifically the member relations managers, about the NTCA benefits program. We can compare it to what the company currently has to see the cost difference and value-added benefits services.

The regular fee for the conference is [$919/$1069] as a [member/nonmember], and if I register in advance, the early-bird rate is available at a lower cost. The registration fee includes four days of education sessions, general sessions, networking and sharing time with colleagues, all of which will boost the effectiveness of our company policies.

Thank you for your consideration of this request.

Sincerely,

[Your name]