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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.

With content specific to the NTCA benefits plan, I will be able to get the most up-to-date information to provide to employees on the value of employer-sponsored plans. There also is an opportunity for me to meet with NTCA benefits operations personnel and schedule an in-person consultation with [name of the member relations manager], member relations manager, NTCA.

The regular member fee for the conference is $919, 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.

Thank you for your consideration of this request.

Sincerely,

[Your name]