Dear Employer:

I’m excited to share about an opportunity that I feel is going to benefit both myself and our company. As you know, I am a member of (your chapter), a nonprofit organization for young leaders. My participation in this organization has helped me network and share about our company and creates opportunities to develop my personal and professional skills.

My local chapter is part of a global network of chapters that come together on a state, national and international level. Every year, the national level, JCI USA, hosts training and development events. I would like to attend the Spring Convention, which will be held in Nashville, Tennessee from March 16-19, 2023.

Spring Convention is for changemakers —the future leaders and those who will lead their communities on a local, national, and international level. The experience is created to empower and educate those that see themselves in larger roles in the future both within the JCI movement and in their professional careers.

I plan to develop the following skills:

* Leadership and mentoring
* Identifying and solving challenges effectively
* Leading and facilitating collaboration to drive results and impact

I believe these skills would greatly enhance my ability to perform my current job and bring more value to the company.   
  
(Make this part personal – how you’ve been talking about moving up in the company, trying to get into management, taking on new responsibilities, etc.).

The registration for Convention includes renowned trainers and training sessions, three provided meals, and the opportunity to network and connect. With the investment of only $250, I can attend this event and come back a better person and enhanced employee.

Is this an opportunity that the company might be able to invest in for me? More information is available at [www.jciusa.org/springconvention](https://www.jciusa.org/springconvention). I appreciate the consideration and look forward to your feedback and thoughts.

Thank you again,

First Last Name  
Title  
Company