

Edit and print on your company letterhead

To: Vice President of Human Resources (or appropriate title)

From: (your name)

Subject: National Sales Network, Inc.
10th Annual Conference
September 20 – September 23, 2006
Atlanta, Georgia

Date:

The National Sales Network will convene for its 10th Annual Conference from September 20 – September 23, 2006 at the Hilton in downtown Atlanta Georgia.

More than 500 attendees and 30 major corporations are expected to participate in three days of workshops and executive presentations that address this year's theme, "***Transacting Business in the Global Economy***." One of the many advantages of the event is to allow corporations like ours to become actively involved in NSN. Other benefits include knowledge gained in the professional development series, presentations, panels and the advancement of business conducted through networking opportunities.

I would like your support in having (company name) sponsor me to attend this year's NSN Conference as part of my professional development.

I would like to give you some background information on the organization. Established in 1992, National Sales Network is a 501(c)(3) not-for-profit membership organization whose mission is to meet the professional and developmental needs of African-American sales and sales management professionals. The original purpose of the organization was and still is to enhance its members through skill development and providing a forum for networking within the profession. This is accomplished through national and local chapter activities around the country. You may visit their national website at www.salesnetwork.org for additional information.

Attached for your review is an agenda of events for the conference. The program includes several sessions that will greatly enhance my professional development. I hope you agree and consider funding my participation.

Sincerely,

John Q. Public