

Sample Reimbursement Letter (Edit and print on your company's letterhead)

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

From: (your name)

Subject: National Sales Network, Inc.
13th Annual Conference
August 19 - 22, 2009
Atlanta, Georgia

Date:

The National Sales Network will convene for its 13th Annual Conference August 19-22, 2009 at the Hyatt Regency Atlanta in Atlanta, Georgia. Approximately 1000 attendees and 35 major corporations are expected to participate in 3 days of workshops and executive presentations that address this year's theme.

Accentuate Leadership:

Building High Performance Teams

One of the many advantages of the event is to allow corporations like ours to become actively involved with National Sales Network. Other benefits include knowledge gained in the professional development series which include presentations by industry leaders, a Vice President of Sales panel, professional development workshops and the networking opportunities to meet and interface with other sales and sales management professionals in my industry.

I am requesting your support to attend this year's NSN Conference as a part of my professional development. Many companies have already recognized the NSN conference as an integral part of the individual development plan for their employees. I hope you agree and will consider sponsoring my participation.

Finally, I would like to give you some background information on the organization. Established in 1992, National Sales Network is a 501(c)(3) non-profit organization whose mission is to meet the professional and developmental needs of African-American sales and sales management professionals. The purpose of the organization is **career growth** and **skill development** as well as providing a forum for *networking* within the sales profession. This is accomplished through the national conference and local chapter activities. Please visit their website at www.salesnetwork.org for additional information.

Sincerely,

John Q. Public