**Sample Reimbursement Letter**

To: Vice President of Human Resources / Your Direct Manager (or appropriate title)

From: (Your name)

Subject: National Sales Network’s 21st Annual Conference

August 2-4, 2017

Chicago, IL

Date:

National Sales Network will convene for its 21st Annual Conference on August 2-4, 2017 at the Hyatt Regency Hotel in Chicago, IL. Approximately 1,400 professionals from various industries are expected to participate in four days of workshops and executive presentations geared toward enhancing selling skills, improving leadership aptitude and learning leading edge sales strategies and tactics. The theme of this year’s conference is “Game Changer”. **The 2016 conference keynote speaker is motivation speaker, Lisa Nichols.**



Corporations like ours are increasingly becoming aware of the value that National Sales Network offers to its participants. NSN members and conference attendees are able discover what it takes to be successful in a changing marketplace and acquire tangible skills that go beyond what is offered by company driven internal sales & sales management training programs. Attendees of the NSN Conference interact with executive-level professionals and are inspired by nationally renowned speakers. They take part in interactive workshops that fine-tune skills, enhance professional development, build working relationships and increase business acumen.

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 sales and sales management professionals. The purpose of the organization is to increase ***career growth*** and ***skill development*** as well as provide a forum for ***networking***within the sales profession. This is accomplished through the national conference and 20 local NSN chapters. Please visit their website at **www.salesnetwork.org** for additional information.

I am requesting your support to attend the NSN Conference this year as a part of my professional development. For more than 20 years, companies across the globe have recognized the NSN Conference as an integral part of the individual development plan for their employees. I hope you will consider sponsoring my participation.

Sincerely,

(Your name)