Dear

I would like to attend the **LTEN Annual Conference, June 10-13, 2024 in Kissimmee, FLY**. It is the most comprehensive event for life science training professionals and tackles what’s going on in the industry and follows the trends in Learning & Development. We’ve come through a challenging couple of years, and this is my best opportunity to explore the trends, tactics and technologies others are using to develop their teams and drive business impact.

This is also an ideal venue for finding partners who are perfect fits for our specific projects. The learning village exhibit hall is filled with training partners, consultants and technology providers who not only specialize in L&D but who really understand the challenges unique to our industry. [insert current project you are working on; if you don’t have anything in mind, do not include this sentence].

I plan to attend the following sessions to strengthen my professional development:

Following are the Exhibitors that I plan to speak with that I think can help our organization.

Here are the costs associated with attending the LTEN Annual Conference:

|  |  |
| --- | --- |
| Airfare: |  |
| Hotel: |  |
| Registration Fee: |  |
| Miscellaneous (meals/taxi):  **Note:** Breakfast is included Tuesday–Thursday, lunch included Tuesday–Wednesday. Pass includes a number refreshment and coffee breaks. |  |

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,