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Description automatically generated**BELONG IN BUSINESS – EMAIL TEMPLATE TO CONVINCE THE BOSS!**

Dear (insert name)

As part of my continual professional development, I would like to attend the 2022 Belong in Business Conference in Darwin on Thursday 21st April behalf of (insert company name).

The Conference is dedicated to Small to Medium Sized Businesses (SME’s) and Not for Profits, Entrepreneurs, Salespeople, Business Development Managers, Marketing Managers and anyone working in a business looking to develop their skills and elevate themselves.

The Conference program includes:

* Inspiring speakers;
* In-depth panels; and
* Workshops.

Touching on the foundational aspects critical to running a successful business, the Conference will focus on sales, social media, media training, leadership, financial fitness and business success stories. This knowledge will help to generate new leads, market ourselves better and increase revenue for the business.

In addition, there will be opportunities for me to network and meet potential new clients for the business through the multiple networking session on the day.

As there are limited spaces available, I would appreciate (insert company name) securing a ticket this week for me to attend.

Thank you for considering this request.

Warm regards

(insert name)