

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

From: (your name)

Subject: The National Black MBA Association, Inc.[®]
40th Annual Conference & Exposition
Project Management Certification Training
September 23– 25, 2017
Detroit, MI

Date: (date)

The National Black MBA Association[®] will convene for its 40th Annual Conference & Exposition, September 23 – 29, 2018 in Detroit, Michigan.

More than 10,000 attendees and 300 major corporations are expected to participate in five days of training courses, executive presentations, workshops (some offer Continuing Education Units (CEUs) and learning experiences that will greatly enhance my professional development. One of the many advantages of this event is the opportunity it allows companies like ours to become actively involved with the NMBBAA[®]. Other benefits include visibility at the Career Expo; knowledge gained from the professional development programs; and the advancement of business conducted through the variety of networking opportunities.

Project Management Training and Certification:

I am particularly interested in a project management course that will be provided by a Registered Education Provider (REP) of the Project Management Institute (PMI). This class will teach conference participants the international standard and international framework for project management, which includes repeatable processes that lead to improved project results. Acquiring this skillset will enable me to add more value to our organization. The discipline of Project Management produces high-quality products and services on-time and on-budget, regardless of industry. Furthermore, the course will prepare participants to become *certified project management professionals* and pass an internationally accepted certification exam by compressing 9 months of education into 3-days of classroom instruction. For professionals not seeking certification, this course is beneficial because it provides a solid theoretical framework and the proper paradigm for thinking about the project management profession and which organizational structures are best suited to reap the benefits of a disciplined approach to project management. The course provider, CertifiNOW[™], specializes in advance certification training for professionals and consultants in virtually every major industry. You can review more at <https://nmbbaa.org/professional-training-certifications/>

The National Black MBA Association[®]:

As an active member of the (chapter name) Chapter of the NMBBAA[®], I would like to give you some background on the organization. Established in 1970, the NMBBAA[®] is a non-profit organization of black business professionals, students, and entrepreneurs. Currently, there are 40 professional chapters throughout the U.S.. With over 14,000 members the organization represents a vast network of minority MBA's worldwide. Through international, national and local chapter activities, the NMBBAA[®] provides continuing executive-level education to its members. It also provides outreach to students of all ages, support of small businesses, and exposure of its members to the corporate community.

Next Steps and Conference Information:

Conference information is available for review at <https://nmbbaa.org/conference>. Participation will greatly enhance my professional development. My hope is that you see the benefit in funding my participation.

I will contact you by _____ to discuss the many benefits (company name) will attain through my participation.