

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

From: (your name)

Subject: The National Black MBA Association, Inc.®
41st Annual Conference & Exposition
September 24 – 28, 2019
Houston, TX

(date)

Date:

The National Black MBA Association® will convene for its 41th Annual Conference & Exposition, September 24 – 28, 2018 in Houston, TX. This year's theme is *Transcend the Power of You: Empower to Lead, Equipped to Succeed*.

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 professional certifications such as Diversity and Inclusion and PMP) 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.

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.