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

From: (your name)

Subject: 44th Annual NBMBAA® Conference & Career Expo

September 27-October 1, 2022

Date:

The National Black MBA Association® will convene for its 44th Annual Conference & Career Expo, Tuesday, September 27 – Saturday, October 1, 2022 in Atlanta, Ga This year’s “A Promise Kept”.

More than 8,000 attendees and 200 major corporations are expected to participate in three days of in-person and digital training courses, executive presentations, workshops 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 NBMBAA®. 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.

# As a volunteer, I will represent our company by documenting our investment in giving back to minority non-profits. In addition, I will have access to some of the professional development and networking opportunities provided by this leading industry conference, at no cost to the company. As a volunteer, I will have to option to volunteer on one or more days starting on Tuesday, September 27, 2022 and ending on Friday, September 30, 2022.

# The National Black MBA Association®:

As an active member of the (chapter name) Chapter of the NBMBAA®/interested professional in the NBMBAA® , I would like to give you some background on the organization. Established in 1970, the NBMBAA® is a non-profit organization of black business professionals, students, and entrepreneurs. Currently, there are 40 professional chapters throughout the U.S. With over 20,000 members the organization represents a vast network of minority MBA’s worldwide.

Through national and local chapter activities, the NBMBAA® 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 online after June 16, 2022 at https://nbmbaa.org/conference. Participation will greatly enhance my professional development. My hope is that you see the benefit in allowing me the time off with pay, deeming this professional development. As well as positioning our company as a supporter of minority nonprofits through rendering volunteer assistance.

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