To: From: Subject:

 Date:

Vice President of Human Resources (or appropriate title) (your name)

NBMBAA® 44th Annual Conference and Exposition

September 27-October 1

Atlanta, GA

(date)

The National Black MBA Association® will convene for its 44th Annual Conference and Exposition, September 27 – October 1, 2022 in Atlanta. This year’s theme is *A Promise Kept.*

More than 10,000 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® and to actively engage in the development of Black professionals like me. 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 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 at https://nbmbaa.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.