Dear [NAME],

In keeping with our organization’s goals to foster an environment of continual improvement, I have been looking into development opportunities for the year ahead that align with my professional interests and goals. I found one conference of particular interest: the 2021 Women’s Conference at Purdue University.

This year’s Women’s Conference, themed “Design Your Journey,” interests me for a number of reasons:

* Practically speaking, there are no travel expenses since the May 3–6 event is being held online.
* Attendance costs only $50 for the entire event, with half of that fee going to the Purdue Women’s Network scholarship fund.
* Since the event is hosted by the Purdue for Life Foundation, that organization is able to leverage its network to bring together incredibly talented and successful women who are trailblazers in their fields.

On a related note, I think the diverse cross-section of different industries and intergenerational experiences will provide ample learning opportunities. The Women’s Conference is intentional in giving attendees a chance to make new connections and learn from others’ perspectives.

The roster of speakers for the 2021 event represents a robust variety of backgrounds and career paths. Speakers include entrepreneurs, authors, advertising executives, health care advocates, college professors, and life coaches, among many others.

If you have further detail you would like me to provide about the conference, please let me know. I will gladly provide additional details on specific programming as it becomes available.

Please don’t hesitate to let me know if further conversation would be helpful. Thank you for your time!

Best regards,