Dear [Boss/Supervisor’s Name],

I am writing to you about a great opportunity to sharpen my professional skills and potentially recruit [highly qualified interns or/and full time staff]. The Society of Asian Scientist and Engineers (SASE) is hosting an annual [National Conference and STEM Career Fair](http://conference.saseconnect.org/) in Schaumburg, IL from October 12-14th, and I am interested in attending. Last year’s conference in Dallas, TX was extremely successfully with 2,700 attendees and [this year’s conference will surpass that](http://conference.saseconnect.org/images/2017NC/SASENC2017-Sponsor-Kit-web.pdf)!

[SASE is a national organization](http://www.saseconnect.org/) that has over 70+ chapters nationwide and is sponsored by many Fortune 500 companies. SASE’s mission is to prepare Asian heritage scientists and engineers for success in the global business world, celebrate diversity on campuses and in the workplace, and to provide opportunities for members to make contributions to their local communities.

Professionally, this conference is beneficial because it offers classes on Six Sigma, negotiation, leadership, and other professional leadership building workshops at a great value. [PRICE INFORMATION HERE​].

[Personal Reason for attending]

Please consider my interest for this conference and let me know if there is any other information I can provide to approve this trip.

Sincerely,

[Your name]