

Dear <NAME>,

I would like to attend the Annual Employee Benefits Symposium conference, August 23-26, 2026 in Phoenix, Arizona. This event is designed for experienced benefits professionals from across the country, with sessions covering a wide variety of benefits and total rewards topics.

The Symposium sessions are offered at an advanced level, which means I'll learn strategies and solutions and compliance requirements in a practical and actionable way that can be immediately applied for our participants and stakeholders.

I've reviewed the education agenda, and I've identified several sessions that can help our recent efforts to address <benefits problem or initiative>.

- Session
- Session
- Session

The presenters at this event include attorneys, consultants and other experienced and knowledgeable professionals. Having access to these presenters' collective knowledge for questions or insights will be a great asset to bring back with me. For example, the legal and legislative sessions are critical information to make sure our plans are in compliance and to be aware of what changes will ripple through our benefit offerings.

Because this event draws experienced professionals across a range of industries, attending and interacting with them will help me establish additional contacts, which can be invaluable resources when a new problem or challenge arises. It's also helpful to have conversations with professionals who face similar issues and may have insight or a new approach we could consider.

This conference offers continuing education credit for my <profession> requirements. The ISCEBS is a recognized sponsor of continuing education programs in both the United States and Canada. In 2025, the Symposium qualified for an average of 15 continuing education credit hours.

If I register before July 13, 2026, the registration fee is reduced. I can also research the best flight options. The host hotel has an attractive group rate which is lower than comparable area hotels. The conference includes three breakfasts, two lunches, along with food at receptions, all of which can help manage my travel and accommodation costs.

Attending the Symposium is an opportunity to underscore my passion for my role, gain knowledge in specific areas, make new contacts and be the best advocate for our plan participants and our bottom line.

Please consider my attendance. I'm happy to provide any additional information to illustrate how this conference is a good use of time and budget.

Sincerely,

YOUR NAME