

COVER LETTER TO SUPERVISOR



To: < Insert Supervisor name>

Date: < Insert date>

Subject: Attending ABX Virtual Experience 2020

I'd like to get your approval to register for the ABX Virtual Experience, December 2-3, 2020. This year the action is available through the convenience of a smartphone, computer or tablet; no travel costs will be incurred.

ABX secured one of the best virtual event platforms on the market today, ensuring the same high-quality content as their physical events.

There's no other event where I'll have the opportunity to learn the key information I need to get the most out of our current (and future) products and technologies. I'll have access to experts from around the world so I can grow my skills and increase our productivity.

For the first time ever, I'll have access to all the educational content — 70+ workshops, 3 keynotes — tailoring my schedule to attend the workshops that are directly applicable to my work and will allow me to network with a variety of building and design experts and colleagues who have faced similar challenges. I chose each workshop because it directly relates to an issue we currently face.

In addition to the educational workshops, ABX offers a diverse virtual show floor where I can identify new products, potential partners and / or customers that could lead to new business.

I plan to achieve the following three objectives:

• Objective 1: _____

• Objective 2: _____

• Objective 3: _____

The All-Access Pass is only \$199 for BSA members and \$249 for non-members, and can be reduced even further by registering through this discounted registration link:

<https://bit.ly/35zp6PA>.

Attending ABX will have huge value for me and < insert company, department or organization here>. Please let me know if you have any questions, and thanks in advance for your support.

Sincerely,

< Insert your name>