*Below is a letter/email that you can personalize and send to your supervisor. You may also choose to draft your own message and copy and paste the most relevant points from the message below.*

Dear [supervisor],

As you may have heard, the Ontario Non-Profit Housing Association (ONPHA) is hosting their annual Conference in-person this year in Toronto, from November 3 to 5. It’s one of North America’s largest and most premier housing conferences, bringing together hundreds of housing professionals, top experts, and cross-sectoral partners. It’ll be one of the most important networking opportunities for Ontario’s housing providers since 2018.

I believe this is a unique opportunity to help me deepen my knowledge, make new connections, and strengthen my everyday work with [your organization’s name]. I’ve outlined a few of the key reasons why I think my attendance would benefit our organization and my own professional development.

1. **Exceptional learning.** With a schedule packed full of educational workshops, plenaries, and innovation exhibits, I’ll learn so much that I can apply to my role. The program is designed to offer everything from practical day-to-day solutions to a better understanding of our sector’s current context and where we’re heading. I’m looking forward to sharing my new knowledge with the organization and using what I learn to strengthen my work.
2. **Expert speakers.** The ONPHA Conference is known for bringing together the top housing experts to teach about proven practices, share new ideas, and inspire delegates to think outside of the box. This is a unique opportunity for me to learn from the best in the housing sector.
3. **Rare networking opportunities.** After two years of limited connection during the pandemic, the ONPHA Conference will be one of the first and most dynamic opportunities for me to meet with hundreds of housing professionals and make new connections that will support my work. This year’s schedule will be built to afford delegates plenty of time to connect during meals, breaks, receptions, and special networking events throughout the Conference. I plan to take full advantage of all the offerings.
4. **High-quality vendors to improve your business.** The ONPHA Trade Show features the best and most trusted brands to help organizations like ours run effectively and save money. It’s a good opportunity for me to gather new contacts and information, and see what new products and services are out there that could make our work easier or more cost-effective.
5. **On-demand content for continued learning.** After the Conference, I’ll receive a link to the on-demand content from the sessions I attended so I can soak in every drop of learning and share with others.

Because [your organization’s name] is an ONPHA member, we can **save $300** on my in-person ticket plus take advantage of early bird pricing if I register before August 26 (in-person tickets are limited, and may sell out before then). ONPHA has also negotiated a fantastic preferred rate at the Sheraton Centre Toronto, as well as travel discounts.

You can learn more about the ONPHA Conference at [conference.onpha.on.ca](https://conference.onpha.on.ca/).

Please let me know if you’d like to schedule a time to chat more about this opportunity.

Regards,

[Your name and signature]