*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 Ottawa this year, from **Thursday, November 7th to Saturday, November 9th**. 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.

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].

With a schedule packed full of educational workshops, plenaries, and innovation exhibits, there are a lot of learning opportunities that I can apply to my role. I plan to attend the following sessions to strengthen my education: [list the session you would like to attend]. [Relevant speaker name/names] will be presenting, which will be a great opportunity to further explore [topics relevant to your role.]

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 see what new products and services are out there, that could make our work easier or more cost-effective. I plan to speak with the following exhibitors at the trade show: [List the vendors you are interested in meeting with].

ONPHA U on Saturday offers running and bus tours around Ottawa, to explore local community housing projects. This experience can provide valuable insights and allow our team to learn from industry experts.

Because [your organization’s name] is an ONPHA member, we can **save $300** on my full conference tickets. ONPHA has also negotiated a preferred rate at the Chelsea Hotel in Toronto, as well as travel discounts. Lunch and snacks are included throughout the event. These are the estimated total costs:

|  |  |
| --- | --- |
| ITEM | COST |
| Airplane/Train/Gas Costs | $ |
| Hotel | $ |
| Registration Fee | $ |
| Misc (ex: dinners) | $ |
| TOTAL | **$** |

If we’re unable to attend the full Conference, we can also purchase day only tickets, or participate just at ONPHA U or the Community in Action event. 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. I’m looking forward to sharing my new knowledge with the organization and using what I learn to strengthen my work.

Regards,

[Your name and signature]