

**To**

As part of your company, I'm always striving to be the best employee I can be. This includes completing work on time, doing extra research, and giving 110% to every project. Now that I've reminded you why I'm a valuable asset, I want to ask you for a favor (I apologize if I sound too forward, but it's all about confidence, right?).

The upcoming ignite520 conference will allow young professionals in the community to meet one another, share stories, ask questions, and gain insights about various aspects of running a successful company. Here's where the favor comes into play: I'd like to ask you to purchase my conference pass so that I can attend this exciting event. This conference will help me make business connections and pick up new skills—so really, you'd be investing in your own company—which is never a bad idea!

**Sincerely,**

