

Hi [name]

Skilljar has invited me to attend **Connect 2021**, which is an *in-person event*. It is being held November 15-17, 2021 at [Fairmont Sonoma Mission Inn & Spa](#). Ideally, I would like to take advantage of the early bird pricing of \$399, which expires on September 26, 2021.

While at Connect, I plan to:

- Learn from industry experts about education and training best practices and apply these learnings to our company's customer training programs.
- Engage in group and one-on-one training ensuring I am getting the most out of our Skilljar service.
- Share key takeaways from the conference to ensure that our company is offering our customers the best education, training, tools and resources to be successful.
- Take part in networking events, which will enable me to learn from my peers, industry thought leaders, and Skilljar experts and executives.

[Our company name] will be responsible for airfare and hotel, but my registration includes all training, sessions, food and entertainment while I am there. Skilljar is offering discounted hotel rates and has promotional travel codes to fly both Delta and United Airlines. My total anticipated cost for registration, airfare, hotel and expenses are: \$[XXX].

Skilljar is taking every precaution to ensure attendees stay safe and healthy during this conference. You can read their COVID protocol [here](#). I am [fully vaccinated/plan to take COVID test prior to leaving] and will take every precaution to stay safe.

To further review the conference, please visit <https://www.skilljar.com/connect/> and let me know if you have any questions.

Once you are able to approve/confirm my attendance, I will reserve my hotel and travel in order to take advantage of the discounted rates offered.

Sincerely,

xxx