Hi [MANAGER],

There has been significant change in the social, nonprofit and affordable housing sector in our province and throughout Canada. It is essential that our organization remain aware and up to date on the new tools, policies and opportunities that we can use to sustain and grow our organization. In order to help me strengthen the skills I need to do well, and as a means to obtain and share information about new developments and opportunities within the social and affordable housing sector at a national level, I would be very interested in attending the National Congress on Housing and Homelessness organized by the Canadian Housing and Renewal Association (CHRA) taking place in Saskatoon from April 21st to 23rd, 2020.

This conference is a great opportunity for our organization and I to engage with affordable housing leaders from across Canada and globally, connect with current and potential partners, learn about new policies and programs that could benefit our organization, and bring back best practices to the organization. I’m particularly excited about [SPECIFIC SESSION, EVENT, OR TOPIC] which I think will help us [APPLY TO YOUR WORK]. More information on the CHRA National Congress can be found on their website at www.chra-achru.ca.

Attendance at the 2020 CHRA National Congress would be a wise investment for our organization to grow, and a welcome opportunity for me personally to grow in my career path.

Thank you in advance for considering my request. I’d be happy to chat more about this opportunity and answer any questions you might have.

Best,