SUBJECT LINE: <Insert Your Boss’ Name Here>, I’d like to attend UPLIFT

Hi [Insert Your Boss’ Name Here],

You know that I want to accomplish \_\_\_\_, \_\_\_\_, and \_\_\_\_ in the next year.

I just discovered and would love to attend UPLIFT, a retreat for women in development. The focus is developing a 90 Day Action Plan to achieve our biggest goals, which feels like exactly the support I need right now.

Skill builders include new formulas to:

* Get in the door with the most elusive prospects
* Conduct purposeful conversations that build swiftly to the best gift
* Co-create transformative gifts
* Create vibrant relationships with [deans, directors, program people]
* Proactively report key activity and outcomes
* Manage time for maximum productivity
* Create balance to avoid burnout

The conference is exercise based – we’ll think big, create clear intentions, calendar next actions, and practice new skills – and we leave with worksheets/checklists/scripts to bring back to our desk and use every day.

After the conference, I’ll get to be a part of group accountability calls to keep momentum high.

I would love to invest two days in thinking big and making concrete plans, plus create a calendar to execute. This feels like a great opportunity to recommit to both achievement and excitement about my work.

The cost for EarlyBird registration is $1149. Space is limited, so I’d like to register as soon as possible.

It’s hosted by Generous Change, creators of Fundraisers’ Monthly, Fundraisers’ University, and Fund Development Institute. You can see them here: [www.generouschange.com](http://www.generouschange.com)

It takes place in Miami, Florida, June 3-5, 2020.

With your permission, I’d like to secure my place at this exciting conference for women in development.

Thank you for considering!

[Insert Your Name Here]