Dear <Manager>:

I would like to <join or renew my membership with> the Underground Construction Association (UCA), a division of the Society for Mining, Metallurgy & Exploration (SME). This membership <enables or will enable> me to gain valuable insights about key issues central to the underground industry while also giving me access to numerous resources and the opportunity to connect with leading industry experts. I am seeking your approval for company reimbursement of the annual membership dues of $<your dues amt.>.

Benefits of joining UCA that will support my position at <Employer Name>:

* Professional Development Opportunities
  + Cutting-edge conferences, webinars, publications and books at discounted rates
  + *Tunneling & Underground Construction* magazine, and unlimited access to OneTunnel.org database
* Networking Opportunities
  + Access to industry subject matter experts at conferences and through the online Community
  + Engagement tools, including an online member directory
  + Volunteer and leadership opportunities

As a result of my membership, I will have access to unparalleled educational opportunities that can immediately be put to use with <project(s) you are working on or functional job area>. I’ll use my membership to connect with underground industry professionals dealing with similar challenges.

The opportunity for me to develop better contacts with industry experts and network in this professional association will help me gain knowledge in specific area of <insert your field>. My membership with UCA is a wise investment and will help me take our company to the next level.

Feel free to contact UCA for more information on how this membership will benefit my growth as an employee of <Employer Name>.

Laura Nelson, Membership Manager

nelson@smenet.org

303-948-4204

Thank you for your consideration of supporting my success with a UCA membership.

Sincerely,

<Your Name, Title>