

Dear First Name,

Hospitality Financial and Technology Professionals (HFTP) is pleased to announce a special upcoming conference. I want to **(thank you for being an HFTP member or thank them for attending a meeting)** and to personally extend you an invitation.

HFTP is holding its **(Regional Conference Name)** on **(Date)** in **(Location)**. The **(Regional Conference Name)** provides hospitality finance and technology professionals the tools and knowledge to stay ahead in their business and career. The **(Regional Conference Name)** features leading hospitality **(description of schedule, speakers, education)**.

Better yet, there is the opportunity to network and connect with HFTP members and industry professionals. I have included information below on the conference or you can visit the **(Regional Conference Name) website** **(link to conference website)**.

HFTP (Conference Name)

- **Date: (Date)**
Location: (Hotel and link to hotel website with any dates to register by.)
- **Registration:**
 - *Full Conference Cost:
 - ***Full conference registration includes:.**
 - Any other conference details
- **Conference Schedule: [Learn More>](#)**
- **Hosting HFTP chapters: (list chapters)**

To register for the conference, visit the **(Regional Conference Name website)** and **(add or link to registration details such as pdf form)**.

We are looking forward to the opportunity to gathering with HFTP members and industry professionals for three days of networking, knowledge and fun.

I hope you will be able to attend. If you have any questions about the **(Regional Conference Name)**, please let me know.

Best Regards,

Name

Title