First Name Last Name

Title

Agency/Organization

Address Line 1

Date

Dear <Manager>:

I am writing to obtain approval to attend Parchment Connect National, Parchment’s Users Conference, which takes place March 2-3, 2017 in Washington, DC. The event’s focus aligns directly with our department’s priorities: [list priorities].

**During the one and half day event I will have access to**

·       **30+ breakout sessions** to help build a unique experience tailored to my specific interests and needs.

·       **Open Forum Discussions**

·       **The chance to meet and network with** attendees from organizations in higher education, K12, and corporate markets

·       **Free Meals and refreshments** each day throughout the conference

·       **Critical information and takeaways**

I am requesting approval for travel and registration expenses.

**Here is a complete breakdown of the costs:**

Airfare: $[XXX]

Transportation: $[XXX]

Registration Fee: $[XXX] Early Bird or Scholarship may apply

Hotel: $[XXX] (Parchment has negotiated a rate of $218 for the host hotel, limiting the need of transportation)

**TOTAL**: $[XXX]

My attendance will also benefit the rest of the team, as I plan on sharing a post-event presentation to relay what I’ve learned. This will include recommendations and suggested action items. I’d also appreciate the opportunity to review those materials with you and discuss how we can leverage them further.

Thank you for considering my request. I look forward to hearing back from you!

Sincerely,

First name Last name

Title, Department

Organization