To: [Insert Supervisor Name]
From: [Insert Your Name]

**RE: The 2024 RNL National Conference**

I am seeking your approval to attend the 2024 RNL National Conference in Dallas, TX from July 23-25. This conference offers more than 100 dynamic sessions across seven tracks covering enrollment, fundraising, student success, and more.

I would like to focus on finding solutions or best practices that could benefit these projects:

* [Add project or initiative]
* [Add project or initiative]
* [Add project or initiative]

I will also have the opportunity to network with 1,600 higher ed leaders and campus colleagues who will share their insights and expertise.

Here’s the approximate breakdown of conference costs:

 Airfare $ XX

 Hotel (3 nights plus tax) $ 865

 Registration Fee (early rate before May 20) $ 795

 Meals $ XX

 Total **$ XXX**

Attending the 2024 RNL National Conference will provide actionable insights. The conference investment is a drop in the bucket.

I can schedule a post-conference meeting with you to provide you with a summary of all the major takeaways and strategies I learned.

Thank you for considering this opportunity. I look forward to your response.

Regards,