Dear [Name],

I am requesting approval to attend the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Strategic Enrollment Management Conference, November 3-6, in Dallas, Texas. The conference is an important training and professional development opportunity that is tailored to our overall departmental and institutional goals.

AACRAO expects over 900 participants from across the United States and around the world. With departmental and budget priorities in mind, I am outlining why my attendance is a good investment for our office.

During the four-day event, I will have access to:

* Workshops, sessions, and roundtables, many of which are tailored to my specific interests and job responsibilities
* A network of peers, with whom I can discuss challenges, strategies, and ideas for improving our practices
* Special opportunities for individuals/small groups and institutional teams
* Programming for new and experienced SEM professionals
* A select group of exhibitors and corporate presenters

I am requesting approval for travel and registration expenses. Below is an estimate of the costs associated with this conference:

* Airfare: $[xxx]
* Transportation (taxis, shuttles): $[xxx]
* Hotel: $[xxx]
* Meals: $[xxx]
* Conference fee: $[xxx]

**Approximate total: $[xxx]**

I am requesting approval from you now so we can take advantage of the conference early registration fee (deadline is Friday, September 27, 2019).

I will plan to meet with you after the SEM Conference to discuss significant takeaways, tips, and recommended actions. I hope you agree that the conference is a good investment of time and resources.

Thank you for considering this request. I look forward to your reply.

Regards,

[Name]