Dear [Name],

I am requesting approval to attend the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Strategic Enrollment Management (SEM) Conference, November 14-17, 2021. The conference will be held in Miami, Florida and is an important training and professional development opportunity tailored to our overall institutional goals in Strategic Enrollment Management.

With departmental priorities in mind, I have outlined below why I believe my attendance is a good investment for our office. During the three-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 from you now so we can take advantage of the conference early registration fee (the deadline is Friday, September 10, 2021). If budget is an obstacle, the [American Rescue Act Plan of 2021](https://www2.ed.gov/about/offices/list/ope/arpfaq.pdf) specifically designates conference and meeting attendance under allowable personnel compensation costs.

If my attendance is approved, 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]