

Gain Approval Letter



To: (Insert manager's name here)

From: (Insert your name here)

Subject: 2023 NACE Conference & Expo

The 2023 NACE Conference & Expo features strong programming and the unparalleled opportunity to connect with more than 1,800 of the field's most active college recruiting and career services professionals. By attending this conference, I believe I can gain fresh ideas, skills, and contacts that will benefit (insert name of organization/institution here).

I believe attending NACE23 will allow me to 1) learn new ideas and best practices that will immediately benefit our operation; 2) stay on top of trends that could affect our operation and goals and identify strategies to capitalize on those trends; and 3) build new and strengthen existing relationships that will benefit our office.

Below is a sampling of the sessions I plan to attend, which will help me in meeting my objectives:
(insert 5-8 sessions you plan to attend)

The conference fee is \$(insert rate). Taking into account travel and hotel, I estimate the cost to be \$(insert total cost here).

I believe this will be a solid investment for (insert name of organization/institution here) and a good use of my time.

Thank you for your consideration! I will await your approval.

Regards,
(insert your name here)