To:

From:

**Re: Fame School Management & Financial Aid Conference**

I am writing to request approval to attend the 202X Fame School Management & Financial Aid Conference scheduled on [date] in [location]. The conference is a terrific way for us to gain the latest higher education knowledge. The sessions offered will allow me to make a positive impact at [school name] and do what we do best – help students.

Here are some examples of the sessions [Choose a few of the sessions relevant to you]:

* [*Session 1 & How it will help you* ]
* [*Session 2*]
* [*Session 3*]

This conference will include a wide variety of activities such as networking, class sessions, best practices, and workshops, all to help build and expand my knowledge.

The estimated total cost is $XXX:

* Registration Fee $
* Airfare $
* Hotel $

**Total:** **$XXX**

To recap, Fame’s conference will allow me to gain the latest higher education knowledge as well as network with industry professionals. I’ll have opportunities to attend sessions on financial aid, compliance, operations, as well as many more.

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

Regards,

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Staff Signature Supervisor Approval