

Dear [insert Manager's name here]:

The Jenzabar Annual Meeting – JAM 2018 – will be held May 30 – June 2 at the Gaylord Opryland Resort in Nashville, TN. The conference offers 4 days of educational training from the Jenzabar team and industry colleagues. I am requesting your approval to attend, as I believe it is a worthwhile investment to keep our department's technical skills and knowledge current and relevant.

JAM expects to attract more than 1750 participants from 350 higher education institutions around the world. This provides an excellent opportunity to connect with peers to discuss similar business challenges and learn how they are optimizing their Jenzabar systems. It will also bring me face-to-face with Jenzabar product experts, support personnel, and executives to hear first-hand about current strategies and future product direction. JAM offers more than 300 comprehensive sessions, hands-on labs and roundtable discussions; dedicated networking opportunities; and exhibits from other industry vendors from which I will learn how to help us solve issues, develop new ideas, and plan for the future.

I understand that attending JAM will be an initial expense, but the chance to meet and problem-solve with solution experts and glean best practice advice from other users makes this conference an opportunity that we cannot afford to miss.

My top priorities for JAM are: *(fill in what you hope to learn/accomplish i.e. issues to resolve, solutions to discover, ways to increase productivity and improve performance, etc.)*

Here is an estimation of the cost for me to attend JAM:

Airfare: \$\$ *(if applicable)*

Transportation: \$\$

Hotel: \$\$ *(discounted hotel rate of \$187 x # days if reserved by April 27)*

Meals: \$\$ *(breakfast on Thursday-Saturday, lunch on Thursday-Friday and Dinner on Friday are included in conference fee)*

Conference fee: \$\$ *(insert based on pre-conference and/or conference attendance option)*

Approximate total: \$\$

I will plan to meet with you after JAM to discuss significant takeaways, tips, and recommended actions to maximize our investment in Jenzabar solutions. Additionally, I'll pass along relevant information to key colleagues. Most of the presentation PowerPoints will be available for attendees to download after the event, which will be an invaluable asset to the entire team.

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

Regards,