Dear [MANAGER’S NAME],

I would like to obtain approval to attend PeopleAdmin’s annual conference, PeopleConnect Live, in Austin, Texas, from May 24-25, 2023. The event is back in person for the first time since the start of the pandemic and is designed to educate PeopleAdmin users on critical trends in higher education, offer networking opportunities, and provide tools needed for me to be successful in my job.

By attending, I’ll have the opportunity to learn directly from PeopleAdmin experts as well as peers from similar institutions, not only gaining insight on best practices but also next practices. This is a unique opportunity to learn from one another and make the most of PeopleAdmin solutions.

Between the content presented in keynotes, lectures, and over breakout sessions across four topic tracks, I plan to strengthen my knowledge of how to optimize PeopleAdmin for our campus. I’ll walk away with:

* Insight on navigating the shifting hiring landscape, the future of HigherEd, boosting student success, and more.
* Tools and tips to share with our team so we can improve the ways we recruit, hire, onboard, manage, and retain talent.
* A wider support system by making in-person connections with peers and our PeopleAdmin team.

I’m confident that my attendance of PeopleConnect Live will directly influence the quality of my work and ability to optimize PeopleAdmin for our team and campus. When I get back, I’ll share takeaways that we can implement immediately and ones that may help us strategically achieve long-term goals.

Here is the approximate cost of attending:

* Airfare/travel: [IF APPLICABLE, $]
* Hotel: [IF APPLICABLE, $ - $269.00 per night plus tax, available 5/22-5/25]
* Event registration: $375.00
* Total: [$ AMOUNT]

The cost to register reflects the early bird price and will increase to $495.00 after May 1. Additionally, the hotel group rate is only available until May 2. You can see more details about PeopleConnect Live at [LINK WEBSITE HERE]

Thank you for taking the time to review this request and for your consideration. Please let me know if any additional information is needed.

Best,

[YOUR NAME]