Month, Day, Year

Dear Name:

I would like your approval to attend the Ellucian Live user conference, April 12 – 14, 2021. This year the conference will be held in a virtually rendered conference environment. Because of the careful attention we’re giving to our budget spend, I want to outline why my attendance is a worthy expense and a good investment that will help keep our department’s technology skills current and relevant.

The Ellucian Live 2021 conference expects to host more than 8,000 participants from nearly 2,180 higher education institutions around the world. This provides an excellent opportunity to virtually meet with peers, discuss similar business challenges, and glean best-practice advice from EdTech experts and the higher education community.

By attending the conference virtually, I will have access to over a hundred educational sessions and roundtable discussions presented by Ellucian solution experts and other Ellucian customers that will help me to understand current product direction and best practices for optimizing our existing software investment.

During the virtual conference, I will be able to schedule one-on-one, virtual meetings with participating vendors that I plan to evaluate for future use.

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The following is a list of my top three priorities to accomplish at Ellucian Live 2021:

1.

2.

3.

Since there is no need for travel, the current conference price is:

Conference fee: $

I am requesting approval from you now so we can take advantage of Ellucian Live’s best registration rates (Early Bird pricing ends March 2; Advance pricing ends March 30; Regular pricing ends April 9).

I will plan to meet with you after the Ellucian Live conference to discuss significant takeaways, tips, and recommended actions to maximize our investment in Ellucian solutions. Additionally, I’ll pass along relevant information to key colleagues. Most sessions will be recorded and available for attendees to stream after the event, which will be an invaluable asset.

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

Regards,

Name