

Dear [*Manager’s First Name*],

I’m writing to express my interest in attending the 15th annual Alumni Career Services Network (ACSN) conference, taking place in San Diego from July 27-30, 2020, and I hope you’ll approve this request.

#ACSN 2020: Reflect. Renew. Rejuvenate will inspire attendees to set mindful goals and return to campuses restored with fresh, innovative programming ideas. The schedule of events promises to offer a unique conference experience, providing an opportunity to explore our industry’s latest products, learn from field experts, and network with colleagues, old and new.

Included in my conference registration is the following:

* A four-day immersive learning experience with hands-on programming
* Three (3) keynote presenters
* Multiple sessions, to include traditional, panel, and workshops
* Four (4) meals, to include a combination of breakfast, lunch, and/or dinner along with two (2) receptions
* An exclusive networking reception aboard the USS Midway coupled with an opportunity to extend invitations to [*University Name*] alumni

The early-bird registration of **$595** is open now through March 30. If I become an ACSN member for an annual fee of $149, my conference registration would decrease to $525 and allow me to access webinars, book clubs, and other educational programming from ACSN throughout the year. Additional costs associated with the conference event include:

* Airfare: [*Estimated total cost for airfare*]
* Hotel: $269/night ++. Total cost for four nights is [*Estimated total cost for hotel*]
* Transportation: [*Estimated total cost for transportation to and from the airport*]
* Meal Per Diem: [*Estimated total cost for meal per diem. Remember that conference registration includes four meals.]*

If it aligns with our budget, there is great value for me to attend the innovative post-conference session, which will feature a premiere design thinking workshop. I will return to our institution with concrete action items to incorporate in service of our alumni. This three-hour post-conference workshop takes place on Thursday, July 30 and is available at an additional rate of **$125**.

The conference supports my professional development goals of [*professional development goal #1, professional development goal #2, and professional development goal #*3]. By joining industry colleagues, I’ll gain a better understanding of the trends and challenges facing our field and develop strategies for being a steward of inspiration for our alumni.

ACSN is the largest network of alumni career services professionals in the country. By being a part of this group of professionals, I will increase awareness of our field and facilitate interaction amongst colleagues across institutions. You can learn more about the conference and browse a schedule by visiting [www.myacsn.org/conference](http://www.myacsn.org/conference).

Thank you for considering this opportunity!

[*Name*]