

Subject: 2026 Alumni Career Services Network (ACSN) Conference

Dear [First Name],

I'm writing today for your approval to attend the 2026 ACSN Conference. The conference is taking place July 20-22 in Durham, NC on the campus of Duke University. Upon reviewing past years' agendas as well as this year's, I believe attending would benefit my professional development and our institution's/association's continued success. This in-person conference is a gathering of industry leaders, innovators, and professionals in alumni career services from top colleges and universities nationwide.

Between incredible keynote and pre-conference speakers, educational sessions from colleagues and peers, and the opportunity to network with other professionals and vendors, I'm guaranteed to bring at least one approach or strategy back that we can implement immediately in order to positively impact our alumni community. I plan to attend several sessions directly related to **[current projects and challenges]**. These opportunities will provide me with practical skills and strategies that can be immediately applied to our work. Beyond the scheduled sessions, the conference offers numerous networking opportunities with both professionals and vendors. These interactions could lead to potential partnerships, collaborations, or insights that may benefit our institution.

Here are a few conference highlights:

- Keynote address led by Steve Dalton, titled [“Proactive Networking: Exact Instructions for Boosting Visibility and Advocacy on the Job”](#)
- A Pre-conference session titled [“Make Work Human: Building Individual and Team Capacity in the Future of Work”](#), led by Allison McWilliams, the Assistant Vice President, Mentoring and Alumni Personal & Career Development, at Wake Forest University
- **[other specific breakout sessions]**

The total budget required for this trip would be **\$XXX, including a pre-conference fee of \$80, conference fee of \$600 (before May 1, \$700 after May 1), lodging at \$XXX, transportation at \$XXX and incidentals at \$XXX**. Thank you in advance for your consideration. I believe this conference is a great professional development opportunity that will improve my work and positively impact our campus and alumni community.