



To: [Manager's Name]

From: [Your Name]

Subject: 2024 PeopleGrove Innovators + Community Live

Hi [First Name],

I'm writing today for your approval to attend the Innovators Conference, presented by PeopleGrove. This event is taking place August 5-7 in Chicago, IL.

The Innovators + Community Live Conference is this year's annual user conference hosted by PeopleGrove, the technology partner that powers *[Insert Platform Name]*. This in-person event brings together thought-leaders, practitioners, and experts in higher education and workforce development. Between incredible featured speakers, educational sessions from my peers, and the opportunity to network with other professionals, I'm guaranteed to bring *at least* one tactic or strategy back that we can immediately implement to impact our community.

Here are a few conference highlights:

- Thought leadership sessions dedicated to discussing the future of higher education and how institutions can support the modern student learner.
- Sessions from fellow PeopleGrove partners outlining their use of the platform. These sessions will provide me with creative ideas on how other schools are getting the most out of their community.
- Trainings on specific topics from PeopleGrove team members designed to provide me with best practices from across all of the company's 650+ institutional partners.

The total budget required for this trip would be \$XXX.

Thanks in advance for your consideration. I truly believe this conference is a great professional development opportunity that will improve my work and impact our community.

[Your Name]