Dear *[XXXX]*:

I would like your approval to attend the annual CoHEsion Summit users conference,

*CoHEsion Summit [city & dates]*

Because of the careful attention we are giving to our budget spending, 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 CoHEsion Summit conference will host Banner experts from higher education institutions from around the nation. This provides an excellent opportunity to meet with peers, discuss similar business challenges, and glean best-practice advice.

By attending the conference, I will have access to all the presentation sessions and roundtable discussions presented by other customers, Ellucian solution experts, nationally recognized experts in the higher education industry and third-party product venders that will help me to understand current product direction and best practices for optimizing our existing software investment, as well as product demonstrations of emerging technologies.

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

Obviously, attending the CoHEsion Summit conference will be an initial expense, but due to the opportunity to meet and problem-solve with solution experts, this conference is an opportunity that *[insert your institution name]* cannot afford to miss. Additionally, the cost of attending CoHEsion Summit is a fraction of what it costs to attend Ellucian Live, and I have access to the same materials in an atmosphere that is more conducive to learning and collaboration.

The following is a list of my top three priorities to accomplish at CoHEsion Summit:

1. <Fill in what you will attend to get information or help with>
2. <Fill in>
3. <Fill in>

An estimation of the cost to send me to CoHEsion Summit is as follows:

Airfare: $ *[XXX]*

Transportation: $ *[XXX]*

Hotel: $ *[XXX]*

Meals: $ *[XXX]* Most meals are included! Please check the conference web page for details.

Conference Fee: $ *[XXXX]*

Approximate Total: $ *[XXXX]*

I plan to meet with you after the CoHEsion Summit conference to discuss significant takeaways, tips, and recommended actions to maximize our investment in our ERP solutions. Additionally, I will pass along relevant information to key personnel. I will also have access to copies of presentations, which will be an invaluable asset to the entire team.

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

Regards,

*[Name]*