Dear *[XXXX]*:

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

*CoHEsion Summit – Reno, Nevada, October 12-15, 2020*

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 across 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 have the opportunity to have 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.

My top three priorities to accomplish at CoHEsion Summit are:

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

Here is an estimation of the cost to send me to CoHEsion Summit:

Airfare: $ *[XXX]*

Vehicle: $ *[XXX]*

Hotel: $ *[XXX]*

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

Conference Fee: $ *[XXXX]*

Estimated Total: $ *[XXXX]*

I can 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 a valuable asset to the entire team.

More details about CoHEsion are available online at <https://cohesioncentral.org>

Thank you for considering my request. I look forward to your approval.

Respectfully,

*[Name]*