

Dear **<insert manager's name here>**,

I am writing to request your approval to attend the ARMA InfoCon 2021 conference, happening October 17 – 20 in Houston, Texas. ARMA InfoCon 2021 is the premiere educational event for records management, information management, and information governance professionals to learn and share industry best practices. The challenges of the pandemic over the past year-plus have made attending this conference even more important, for the opportunity to share experiences, lessons learned, and strategies that other organizations have successfully deployed to overcome this crisis.

The conference organizers have confirmed that the safety and welfare of all attendees is its top priority. The event organizers and the hotel will continue to monitor and adhere to all Federal, state, and local directives and practices leading up to the event, making any changes as needed.

ARMA is the world's leading membership organization serving almost 5,000 professionals who manage and govern information, this event will feature highly relevant, timely, and forward-thinking content. Over its three days there will be a number of critical breakout sessions, compelling keynote presentations, and valuable networking opportunities with industry colleagues.

These presentations clearly meet the immediate needs of **<insert your primary function here >** and will provide useful information on how to **<insert benefits/lessons here, ROI, program improvement, skill enhancements, development of tools/metrics, GRC, audit/compliance, etc>**.

I believe that my attendance will prove to be highly valuable for our organization as it will expose me to new thoughts and best practices. The following is a breakdown of expenses:

- Registration Cost: **<insert specific registration type/rate>**
- Lodging: \$224.00/night x 3 nights
- Airfare: **<insert airfare>**
- Meals: Lunch, breaks, and networking events included
- Airport/Hotel Transfer: Average Uber Fare, \$35 one-way
- Conference Proceedings: Included
- Internet Access: Complimentary Conference Wifi
- Networking Receptions/Exhibit Hall: Included

I am confident that the knowledge gained from this conference will produce immediate results. This opportunity to broaden my skillset and professional network makes my attendance at the ARMA *InfoCon 2021* a worthwhile investment for **<name of your organization>**.

Sincerely,

**<your name here>**