[Date]

[Name], [Title]

[Email]

[Phone]

Dear [Name],

I am writing to request approval to attend Suitable’s Pathways 2024, taking place at the W Philadelphia (in Center City, Philadelphia) July 24-26, 2024. This conference provides a unique opportunity to gain access to a wide range of educational sessions and roundtable discussions presented by higher education institutions across the globe. Moreover, the conference provides an opportunity to meet with the Suitable team and speak with them one-on-one about our use of the platform and learn best practices that can be applied immediately upon my return from the event.

The following is a list of my top three priorities to accomplish at Pathways 2024:

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 of my attendance at Pathways 2024:

* Airfare to Philadelphia Airport: $ [xxx]
* Taxi/Ride Share Transportation: estimated $40 round trip (PHL to W Philadelphia)
* Host Hotel (W Philadelphia): $269 per night
* Conference registration fee: $590

Approximate total: $ [xxxx]

By staying at the W Philadelphia, I won’t need a rental car. I will also be eligible for all conference meals and breaks at the hotel during the event, an estimated savings of $548.00. The conference registration fee includes:

* Two breakfasts
* One lunch
* Snacks and refreshments daily
* Two dinners

I believe Suitable’s Pathways 2024 conference will be extremely beneficial to my position, our department, and our campus, ensuring we maximize the return on our investment in Suitable.

Please let me know if I can provide any additional information and I look forward to hearing your decision.

Regards,

[Name]