



EACE 19 Gain Approval Letter

To: (Insert manager's name here)

From: (Insert your name here)

Subject: EACE 2019 Conference

The EACE 2019 Conference features strong programming and the unparalleled opportunity to connect with more than 350 of the field's most active college recruiting and career services professionals. By attending this conference, I believe I can gain fresh ideas, skills, and contacts that will benefit (insert name of organization/institution here).

I believe attending EACE19 will allow me to:

- 1) Bring back new ideas and best practices that will immediately benefit our operation
- 2) Stay on top of trends that could affect our operation and goals, and identify strategies to capitalize on those trends
- 3) Build new and strengthen existing relationships that will benefit our office.
- 4) Attend a highly ranked and established conference for 1/3 of the cost of NACE

Below is a sampling of the sessions I plan to attend, which will help me in meeting my objectives:
(insert 5—8 sessions you plan to attend)

The conference fee is \$(insert rate). Taking into account travel and hotel, I estimate the cost to be (insert total cost here).

I believe this will be a great investment for (insert your company name here) and a good use of my time.

Thank you for your consideration. I will await your approval.

Regards,

(insert your name here)