[Date]

Dear [Manager’s Name]:

Below please find a formal request to attend Interfolio’s annual Summit, “A Community of Practice: Fostering Engagement & Impact in Higher Ed,” this July 8-10, 2020, in Washington, D.C.

This three-day event features empowering thought leadership, educational sessions, interactive workshops, networking events, and more. Open to Interfolio clients only, it provides a rare opportunity for academic leaders on various campuses to connect with peers. A major emphasis is on best practices, including the use of Interfolio on campus, and how we can learn from other universities and colleges. More information can be found at [www.interfolio.com/summit](http://www.interfolio.com/summit) if desired.

The content and connections made at the Summit will benefit our entire team, as well as the larger staff on campus that uses Interfolio. This benefit to the campus and our processes creates a strong return on investment for my attendance.

If desired, I am happy to submit a post-conference report that includes notes and next steps.   
  
I appreciate your consideration of this request. If I receive approval now, I can reserve tickets before prices increase.

Sincerely,