**Subject: Request to Attend the 2020 CASE District IV Annual Conference this Spring**

Dear [Decision-maker],

I would like to request approval to attend the annual CASE District IV Annual Conference this spring. The conference runs March 1-3 and will be at the Gaylord Texan in Grapevine. This conference will allow me to interact with more than 600 advancement professionals from across the region.

The event offers three days of sessions, round-tables, panel discussions, inspiring keynotes, and networking opportunities. I will be interacting with others in higher education and will build connections to help [Institution name] address some of the challenges we currently face. The conference agenda can be found here: https://www.case.org/index.php/districts/district-iv-southwest/district-iv-annual-conference

My attendance will allow me to:

* Expand My Knowledgebase
* Network with other professionals
* Hone Leadership Skills
* Develop Innovative Solutions

The full price to attend is:

* $650 Standard non-member rate
* $499 Standard member rate
* $425 Members registering before the early bird deadline (January 24, 2019)
* $399 Member institutions registering five or more

The opportunity for me to improve, develop, and network, makes my attendance at the 2020 CASE IV Annual Conference a wise investment. I plan to submit a summary of my learnings and opportunities upon my return. Thank you for your consideration. Please do not hesitate to contact me to discuss my attendance further. I look forward to your decision.

Sincerely,

[Name]

[Title]