Hello [FABULOUS MANAGER],

This year has made us reexamine our processes and plans. To help contribute to the team and institution in a meaningful way, as well as help me strengthen the skills I need to make an impact, I’d love to take part in the [**CASE All Districts Conference: Better Together**](https://www.case.org/conferences-training/all-districts-conference), February 16-18, 2021.

This is a new online conference run by CASE, an organization with a stellar track record in developing advancement professionals to continue the transformative work at their institution. The online conference is held over three half-days and features tactical elective sessions representative of all advancement disciplines, inspiring keynote sessions, as well as opportunities to connect with peers throughout the US and Canada.

The All Districts conference is a great opportunity to learn about successful strategies from others in our field. I am particularly excited about [SPECIFIC SESSION] which I think will help us [APPLY TO YOUR WORK].

Our institution’s participation will cost [AMOUNT], and we can register up to [# OF ATTENDEES], and it is all online so there is no cost for travel or hotel. I will ensure my duties are covered while I am participating and will take detailed notes for our team.

Thank you for considering my request. I’d love to chat more about this opportunity and answer any questions you might have.

Sincerely,

[FUTURE CONFERENCE PARTICIPANT]