



## NACE18 Gain Approval Letter

**To:** (Insert manager's name here)

**From:** (Insert your name here)

**Subject:** NACE 2018 Conference & Expo

The NACE 2018 Conference & Expo features strong programming and the unparalleled opportunity to connect with more than 2,000 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 NACE18 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; and 3) build new and strengthen existing relationships that will benefit our office. 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)