CampusConnect West

[DATE]

Dear [SUPERVISOR NAME],

Registration is now open for Nelnet Campus Commerce’s CampusConnect West Conference and I am interested in attending on behalf of [INSTITUTION]. I would like to get your approval to attend this conference at University of Wisconsin – Milwaukee in Milwaukee, WI from July 11-12, 2023.

This is a free in-person conference geared toward the specific interests of higher education institutions in the Midwest and Western United States. Topics discussed at the conference will include security and compliance; streamlining eCommerce on campus; and ideas for payment plan expansion. I am looking forward to applying what I learn to my work at [INSTITUTION].

By attending this conference, I will grow in my career by building my network with other higher education professionals in our region, learning more about the products we use, and participating in leadership training. Here are three goals I am looking to accomplish by attending CampusConnect West:

* **Goal 1:**Own [NELNET PRODUCT THAT YOUR INSTITUION USES] to improve efficiency and ensure that [INSTITUTION] is getting the most out of this product.
* **Goal 2:**Bring back recommendations for ways that [INSTITUTION] can improve workflows, decrease manual processes, and stand out as a leader in higher education.
* **Goal 3:**Develop my management and leadership skills to better our team.

For your convenience, I have included a breakdown of how much it will cost for me to attend.

* **Registration:** Free
* **Hotel:** Nelnet has reserved a block of rooms at Aloft Milwaukee Downtown at a discounted group rate of $159+ per night.
* **Travel Expenses:** [INSERT COST]
* **Total Cost:** [CALCULATE TOTAL COST]

To learn more about CampusConnect West visit [CampusCommerce.com/CampusConnectWest](https://campuscommerce.com/campusconnect-west). Thank you for taking the time to review this request. I look forward to speaking with you about this opportunity. If you have any further questions, please let me know.

Sincerely,

[YOUR NAME/TITLE/DEPARTMENT]