CampusConnect East

[DATE]

Dear [SUPERVISOR NAME],

Registration is now open for Nelnet Campus Commerce’s CampusConnect East Conference, and I am interested in attending on behalf of [INSTITUTION]. I would like to get your approval to attend this conference at Temple University in Philadelphia, Pennsylvania from May 23 to 24, 2023.

This is a free in-person conference geared toward the specific interests of higher education institutions in the eastern United States. Topics discussed at the conference will include security and compliance; streamlining eCommerce on campus; and growing recruitment, retention, and revenue. 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 East:

* **Goal 1:**Learn about Nelnet solutions that we use to improve efficiency and ensure that our institution is getting the most out of this product.
* **Goal 2:**Bring back recommendations for ways that we 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 Le Méridien Philadelphia. The discounted group rate starts at $219 per night.
* **Travel Expenses:** [INSERT COST]
* **Total Cost:** [CALCULATE TOTAL COST]

To learn more about CampusConnect East visit https://campuscommerce.com/campusconnect-east/. Thank you for taking the time to review this request. I look forward to speaking with you about this opportunity.

Sincerely,

[YOUR NAME/TITLE/DEPARTMENT]