OnCampus

[DATE]

Dear [SUPERVISOR NAME],

Registration is now open for OnCampus, an in-person, regional event hosted by Nelnet Campus Commerce. I would like your approval to attend the event hosted at the **University of Notre Dame** in **Notre Dame, Indiana** from **June 5-7, 2024**.

This free event is catered to the specific interests of higher education institutions in our area. It will provide the opportunity to discuss challenges, brainstorm solutions, and share ideas for using Nelnet products to create efficiencies and increase profitability across campus. I look forward to applying what I learn to my work at [INSTITUTION].

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

* **Goal 1 :** Own [NELNET PRODUCT THAT YOUR INSTITUTION USES] to improve efficiency and ensure that [INSTITUTION] gets 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 **The Fairfield Inn and Suites** at a discounted group rate of **$139** per night.
* Travel Expenses: [INSERT COST]
* Total Cost: [CALCULATE TOTAL COST]

To learn more about OnCampus visit [CampusCommerce.com/Events](https://campuscommerce.com/events/). 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]