SAMPLE Permission Request Letter/Email

Dear [supervisor's name],

I would like to request permission to attend the CollegeNET User Conference, July 13-16, 2027, in Portland, Oregon.

CollegeNET is the provider of the Series25 scheduling software I use daily and rely on for ensuring efficient automated scheduling, resource management, and streamlined communication for the [School's name] community. The User Conference is an invaluable opportunity for me to learn directly from the product designers and professional trainers, to keep my knowledge of the software current and advance my skills as [school's name]'s [job title].

CollegeNET's annual User Conferences are known for providing a very robust schedule of professional learning opportunities. During the two-day event, I will have access to:

- Workshops, sessions, and roundtables, many of which are tailored to my specific job responsibilities
- A network of peers with whom I can discuss challenges, strategies, and ideas for improving our practices
- Special opportunities for individuals/small groups and institutional teams
- One-on-one conversations with our CollegeNET Account Manager, software engineers, and advisors

If I am permitted to attend this conference, I will plan to meet with you after the event to discuss significant takeaways and recommended actions. I have attached an estimated Expense List for your review. I hope you'll agree that my attendance at this conference would be a good investment of our time and resources.

Thank you for considering this request. I look forward to your thoughts.

Sincerely,

[Your name]

(See attachment)

Expenses List	
Expense	***Cost***
Conference Registration	$
Pre-Conference Workshop Registration (Optional)	$
Flight (roundtrip)	$
Lodging (3 nights)	$
Ground Transportation (Approximate): To and from Home, Airport, and Hotel)	$
Food Per Diem	$
(Registration includes breakfasts and dinners.)	
Total cost	$