SAMPLE Permission Request Letter/Email

Dear [supervisor's name],

I would like to request permission to attend the CollegeNET CONNECT User Conference, July 20-23, 2026, 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. CONNECT 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 CONNECT 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	$