### Sample Letter to Your Manager

**PLEASE NOTE: THIS INFORMATION IS PROVIDED ONLY AS EXAMPLES TO ASSIST YOU IN DESIGNING YOUR OWN REQUESTS OR REPORTS**

To: My Manager  
From: [Your Name]  
Subject: NACUMS 2024 Conference

I would like approval to attend the 2024 National Association of College and University Mail Services (NACUMS) Conference. This year’s educational conference is being held in Austin, Texas July 14 - 18.

The NACUMS conference sets itself apart by focusing on the college and university mail industry. The organization focuses its program on developing employees within the mailing and shipping industry, emerging technologies to increase efficiencies and best practices. The program features industry experts with a wealth of knowledge, opportunities to learn ***[your goals]*** and offers sessions to enhance managerial skills.

An exhibit hall on July 14 and 15 features the latest technology in mail processing innovations. The opportunity to discuss products and services that increase efficiency, streamline processes, and save money in our mail operation with sales representatives from multiple companies saves time. Specifically researching ***(insert technology)*** and being able to speak to existing customers will be extremely beneficial.

The approximate cost to attend:  
Registration: $  
Airfare: $  
Hotel: $  
Misc: $  
**Total: $**

I believe this will be a valuable investment for **[insert institution name]**. I look forward to sharing takeaways from this event upon my return.

Your timely approval will allow for cost savings by using the early bird discount. More information can be found on the NACUMS web site at [www.nacums.org](http://www.nacums.org).

Thank you for your consideration!

Respectfully,  
Your name here