### 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 2019 Conference

The 2019 National Association of College and University Mail Services (NACUMS) Conference is being held in Lake Buena Vista, FL, July 21-24. The conference content focuses on developments 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 my managerial skills.

The NACUMS Conference also features an exhibit hall on July 21st and 22nd, which displays the latest technology in mail processing equipment as well as products and services to increase efficiencies, streamline processes and save money in our mail operation. This is an excellent opportunity to speak with multiple vendors about [insert a technology, product or service], which I feel would be beneficial in [list benefit gained].

If given the opportunity to attend I can accomplish a great deal.

* Insert your list of “purpose of attendance”

The conference fee is $575. Taking into account travel and hotel I estimate the total cost to be $xxxx.xx.   
  
I believe this will be a great investment for [insert institution name] as well as an excellent opportunity to examine ways to enhance our mail and shipping operation.

Additional information can be found on the NACUMS web site at Websitelink. Thank you again for considering my attendance at this important conference.

Sincerely,  
Your name here