### 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 2025 Conference

Date:

I am writing to request approval to attend the 2025 National Association of College and University Mail Services (NACUMS) Conference, which will be held in Louisville, Kentucky, from July 12 to 16, 2025.

The NACUMS conference is uniquely tailored to the college and university mail and print industry. It focuses on professional development within the mailing, shipping, and print sectors, highlighting emerging technologies and best practices to enhance efficiency. The program features sessions led by industry experts, offering valuable insights and opportunities to achieve our organizational goals and improve managerial skills.

A key highlight of the conference is the exhibit hall on July 13 and 14, showcasing the latest innovations in mail and print processing technology. This provides an excellent opportunity to explore products and services that can streamline our operations, increase efficiency, and reduce costs. Specifically, I plan to research [insert technology] and engage with existing customers to gain practical insights.

The estimated costs for attending the conference are as follows:

* Registration: $
* Airfare: $
* Hotel: $
* Miscellaneous: $
* Total: $

I believe attending this conference will be a valuable investment for [insert institution name]. I am eager to share the knowledge and insights gained from this event with our team upon my return.

Your timely approval will allow us to take advantage of the early bird discount, resulting in cost savings. More information about the conference can be found on the NACUMS website at www.nacums.org.

Thank you for considering my request.

Respectfully,