To: [Insert Supervisor Name]
From: [Insert Your Name]

**RE: The 2025 RNL National Conference**

I’m writing to request approval to attend the 2025 RNL National Conference (July 22-24 in Atlanta, GA). The conference presents an opportunity to dive into thelatest strategies and innovations for strengthening student retention, completion, and outcomes.

The conference offers more than 120 total sessions, with numerous sessions on student success (see the sessions list at [RNL.com/Conference](https://www.ruffalonl.com/events/rnl-national-conference/)). In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [Add project or initiative]
* [Add project or initiative]
* [Add project or initiative]

I will also have the opportunity to network with 1,400 higher ed leaders and campus colleagues who will share their insights and expertise.

Here’s the approximate breakdown of conference costs:

 Airfare $ XX

 Transportation (MARTA round trip from ATL to hotel) $ 6

 Hotel (3 nights) $ 747 + taxes

 Registration Fee (early rate before May 30) $ 795

 Meals $ XX

 Total **$ XXX**

By attending the 2025 RNL National Conference, I anticipate returning to campus with actionable insights for maximizing student success. The conference investment is a drop in the bucket compared to the net revenue from a retained student.

I can schedule a post-conference meeting with you to provide you with a summary of all the major takeaways and strategies I learned for strengthening student retention, completion, and outcomes.

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

Regards,