Dear <Supervisor’s Name>,

I would like to attend the 2017 Wisconsin Association of College Admission Counseling Conference, May 18-19, 2017. This is the premier event for in-depth admissions counseling educational sessions. This conference will allow me to attend breakout sessions, general sessions and networking events, allowing me to enhance my knowledge, improve my approach with students and families and network with school counselors.

After reviewing the conference materials, I have selected a number of educational sessions that will allow me to further my knowledge and understanding of our profession – which in turn will help our college better connect with students. Some of the seminars that I will attend include:

* <List session 1>
* <List session 2>
* <List session 3>

The conference fee is $XXX. Registration includes all educational sessions during the conference, three meals, a networking reception with access to school counselors, vendors specializing in various aspects of the recruitment cycle and an ability to learn about best practices from my peers.

Here is the breakdown of conference costs:

Transportation: <$xxx>
Hotel: <$xxx>
Meals: <$xxx>
Conference Fee: $XXX
Total: <$xxx>

My attendance at this event would be a wise investment for <school name here>. The contacts I’ll make and the knowledge I’ll gain will be invaluable to our office and our students.

Sincerely,

<Your Name here>