



To: [Manager's Name]
From: [Your Name]
Subject: 2025 PeopleGrove Innovators Conference

Dear [Recipient's Name],

I'm writing today to request approval to attend the Innovators Conference, presented by PeopleGrove, taking place August 4-6 in Washington, D.C.

The Innovators Conference is PeopleGrove's annual user conference, bringing together thought leaders, practitioners, and experts in non-profit and higher education to explore how organizations can foster success through engagement, donor stewardship, and career and professional development learning. As our technology partner powering *[Insert Platform Name]*, PeopleGrove is leading the conversation on how organizations can create a more connected, outcomes-driven experience for our members.

This in-person event provides a valuable opportunity to gain insights into emerging strategies, learn from our peers, and explore how we can maximize the impact of our platform. I'm confident that attending will provide actionable takeaways that will help us enhance user engagement, career readiness, and member connections.

Key conference highlights include:

- **Thought leadership sessions** on the evolving needs of today's learners and how organizations can create more seamless support ecosystems.
- **Peer-led sessions** from fellow PeopleGrove partners showcasing innovative approaches to experiential learning, mentorship, and career access.
- **Hands-on training** from PeopleGrove experts, offering best practices drawn from across their 650+ partners.

The total estimated budget for this trip is \$XXX.

This conference will provide invaluable insights and professional development that will enhance our work and directly impact our members. Thank you for your consideration — I look forward to your approval.

Sincerely,

[Your Name]