



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 higher education to explore how institutions can foster student success through student lifecycle engagement, alumni engagement, career readiness, and experiential learning. As our technology partner powering *[Insert Platform Name]*, PeopleGrove is leading the conversation on how institutions can create a more connected, outcomes-driven student experience.

This in-person event provides a valuable opportunity to gain insights into emerging strategies, learn from peer institutions, 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 student engagement, career readiness, and alumni connections.

Key conference highlights include:

- **Thought leadership sessions** on the evolving needs of today's learners and how institutions can create more seamless student 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+ institutional 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 students and alumni. Thank you for your consideration—I look forward to your approval.

Sincerely,

[Your Name]