**Gain Approval Letter**

To: (Insert manager’s name here)

From: (Insert your name here)

Subject: GradLeaders 2018 Conference

The 2018 GradLeaders Conference connects over 250 career services and recruitment professionals from their partner schools and employers to network, train, gain industry insights and learn best practices to optimize our use of the GradLeaders platform.

This conference will enable me to interact with some of the field’s most active innovators and stay on the cutting edge of career services and recruitment technology. I expect to come back with new contacts, fresh ideas and tips to get the most value from our partnership with GradLeaders.

I think these new relationships and strategies will benefit (insert school/company/organization name here) and serve as a good use of my time.

Considering the admission fee, travel to Columbus, Ohio and a hotel, I estimate the total cost to be (insert total cost here). The event will be held May 8 through 10 and you can learn more here: <https://gradleaders.com/webfiles/2018-gradleaders-conference-agenda.pdf>.

Thank you for your consideration and I look forward to your approval.

Regards,

(insert name here)