Dear MANAGER,

In my role as TITLE, I regularly use solutions from Ad Astra to [Describe role/use of products].

ASPIRE, Ad Astra’s annual conference, is the industry conference that brings together higher education professionals on a mission to advance student success. Through thought leadership, solutions exploration, and peer-to-peer problem-solving, ASPIRE empowers customers to implement strategic scheduling and planning practices for academic operations and financial health. It brings together attendees from all types of academic institutions and state systems that use similar technology.

For this reason and those listed below, I am requesting your approval to attend the ASPIRE conference, October 13-16 at the Intercontinental in Kansas City, Missouri.

At ASPIRE, I will have access to:

* An agenda full of educational sessions on how to use data to create student-friendly schedules that also make our institution more financially sustainable
* Information about the future of higher education technology and how to use Ad Astra software to maximize campus space and resource allocation.
* Ad Astra consultants and technical team members who can help with training and answer my questions about [example if needed].
  + Peers to collaborate and share ideas with, including those in our geographic region.
* [Sessions that dive deeper into a specific product or solution - include if participating or would like to participate in]

[Space for information on sessions you have targeted and how participating in these sessions will result in impacting a role or responsibility, and what you plan to gain from attending them.]

I feel confident after speaking with former attendees that the benefits of attendance will far outweigh the cost.

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

Regards,

[        ]