



Dear [insert name],

I'm reaching out because I would like to attend the [2024 NERCOMP Annual Conference](#) in Providence, RI, March 25–27.

The NERCOMP Annual Conference is the place where IT professionals, faculty, researchers, learners, and institutions come together to engage, network, and learn from each other's experiences in advancing innovation and leadership in higher education. The conference is packed with timely content, prominent presenters, and numerous ways for me to engage, learn, and connect with colleagues and advance my professional skills.

Some of the skills I am particularly interested in strengthening and emphasizing include:

- [List the skill sets you're interested in learning about].

I believe this conference will help me build confidence and provide me with the skills I've listed, which I can apply immediately to my career. Full-conference registration is [insert rate based on EDUCAUSE/NERCOMP membership status]. Early registration rates end January 29.

Thank you for considering allowing me to attend this unique professional development and networking opportunity.

Sincerely,

[Signature]