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Dear [insert name],

I'm reaching out because I would like to attend the [2023 EDUCAUSE Annual Conference](#) scheduled for [insert face-to-face or online].

The annual conference is the premier event for higher education technology professionals, and 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 membership status].

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

Sincerely,

[Signature]