



Dear {{Supervisor's Name}},

I would like to request approval to attend the Stukent ProfCon 2025 conference from June 4-6, 2025, in Phoenix, Arizona. ProfCon is one of the largest conferences for business, marketing, and communication professors in the United States.

ProfCon provides opportunities to share my research and network with experts and professionals in the field, potentially leading to further research opportunities.

This conference offers invaluable professional development and learning opportunities for professors and professionals across the higher education and business industries. ProfCon will feature a variety of sessions created to keep professors like myself up to date on the latest industry and education trends.

I am seeking approval for the registration and travel expenditures. Here is the breakdown of the costs:

Conference pass: \${{X}}

Airfare: \${{X}}

Other transportation: \${{X}}

Lodging: \${{X}}

Meals: \${{X}}

TOTAL COST: \${{X}}

Additionally, Stukent offers discounts for educators who purchase their ProfCon tickets early or use at least one of their products.

Complete information on ProfCon 2025 is available at [stukent.com/profcon](http://stukent.com/profcon). I would appreciate your consideration of my request, as ProfCon is an invaluable learning experience. Thank you in advance, and I look forward to discussing this with you soon.

Sincerely,

{{Your Name}}