

Dear [Recipient's Name],

I am writing to request approval and support for my attendance at [The Academic Operations Conference by Coursedog](#), scheduled to take place from July 30th to July 31st, 2025 in Chicago, Illinois. I believe this conference is an invaluable opportunity for professional development, and to ensure we maximize the value we're getting from the Coursedog Platform at [institution name].

The conference will cover trends, innovations, and best practices in academic operations, as well as keynotes from industry leaders. There will also be a set of workshops that will dive into all of the Coursedog product suites to enable me to learn from peers and the Coursedog team about how we can increase the impact of Coursedog solutions on our organizational processes and student success efforts.

The 2025 Academic Operations Conference by Coursedog includes:

- Two full days of workshops and presentations including:
 - Product labs led by Coursedog experts who will walk through best practices for how to use individual product suites
 - Sessions led by other higher ed leaders who will walk through how they've successfully used Coursedog to create positive change on their campuses
- Workshops and presentations will address the following themes:
 - Student Success & Academic Operations
 - Implementation & Roll-Out Success Stories
 - Workflow Management & Policy Enforcement
 - Leveraging Data for Better Decision-Making
- Opportunities to meet with the Coursedog Product & Customer Success Teams
- Networking Opportunities with peers at other institutions that also use Coursedog

Cost Estimate

Travel	\$INSERT
Accommodations	\$INSERT
Meals not covered by conference	\$INSERT
Conference Fee	\$INSERT
Total	\$INSERT

I'd be happy to compile a short report or presentation following the event to share everything I've learned at the conference with colleagues, as well as propose opportunities to take our usage of the Coursedog platform to the next level.

I appreciate you considering this request and please let me know if you have any questions or I can provide additional information.

Thank you,
[Name & Signature]