Hi *Name,*

I would like to request your approval to attend #GCPC2023 (GiveCampus Partners Conference) in Washington, D.C. taking place on January 24-25, 2023.

This conference offers professional development and learning opportunities for professionals across the education fundraising space. GCPC2023 will feature informative keynotes, sessions from peer institutions on their digital fundraising efforts, and in-depth workshops related to online fundraising, engagement, and volunteer management best practices. Additionally, the event will offer product training, mentorship, group roundtables, networking opportunities, and more.

Attending will provide me with new skills and resources to help achieve *goal 1*, *goal 2*, and *goal 3* for *Name of Institution*.

I’ve broken down an estimate of how much it will cost for me to attend:

**Event Registration:** free of charge!

**Travel:** *cost for airfare/travel*

**Lodging:** *cost for hotel/lodging*

Thank you in advance for your consideration and I look forward to discussing with you further!

Sincerely,

*Your Name*