[Date]

[Name], [Title]

[Email]

[Phone]

Dear [Name],

I am writing to request approval to attend Anthology Together, taking place at the Walt Disney World Swan and Dolphin Resort on July 11-14, 2022, in Orlando, FL. This conference provides a unique opportunity to gain access to a wide range of educational sessions and roundtable discussions presented by institutions from across the globe. Moreover, the conference will enable me to meet with Anthology teams, speak with representatives one-on-one about our use of the platform, and learn best practices that can be applied immediately upon my return from the event.

The following is a list of my top three priorities to accomplish at Anthology Together 2022:

1. <Fill in what you intend to get information on or help with>

2. <Fill in>

3. <Fill in>

Here is an estimation of the cost of my attendance at Anthology Together 2022:

· Airfare: $ [xxx]

· Taxi/Ride Share Transportation: estimated $40 round trip (airport to hotel)

· Host Hotel (Walt Disney World Swan and Dolphin Resort): ~$280 per night

· Conference Registration Fee: $675 ($600 early bird until May 31)

Approximate Total: $ [xxxx]

By staying at the Walt Disney World Swan and Dolphin Resort, I will not require a rental car. I will also be eligible for included conference meals and breaks at the hotel during the event, an estimated savings of $420.00. The conference registration fee includes:

* Three breakfasts
* Two lunches
* Snacks and refreshments daily
* Welcome reception
* Closing night party refreshments

I believe Anthology Together 2022 will be extremely beneficial to my position, our department, and our campus, ensuring we maximize the return on our investment in Anthology.

Please let me know if I can provide any additional information. I look forward to hearing your decision.

Regards,

[Name]