

## Sample Letter to Your Manager

PLEASE NOTE: THIS INFORMATION IS PROVIDED ONLY AS EXAMPLES TO ASSIST YOU IN DESIGNING YOUR OWN REQUESTS OR REPORTS

To: *My Manager*

From: [Your Name]

Subject: 2023 ARMCUMS Conference

The 2023 Association of Rocky Mountain College and University Mail Services (ARMCUMS) Conference is being held in San Diego, California, September 25 through September 29, 2023. The conference content focuses on developments within the mailing and shipping industry, emerging technologies to increase efficiencies and best practices. The program features industry experts with a wealth of knowledge, opportunities to learn [your goals] and offers sessions to enhance my managerial skills.

The ARMCUMS Conference also features an all-day exhibit hall on September 26, which displays the latest technology in mail processing equipment as well as products and services to increase efficiencies, streamline processes and save money in our mail operation. This is an excellent opportunity to speak with multiple business partners about [*insert a technology, product or service*], which I feel would be beneficial in [*list benefit gained*].

If given the opportunity to attend I can accomplish a great deal.

- *Insert your list of "purpose of attendance"*

As an ARMCUMS member in good standing, the conference fee is \$219, with a \$20 early bird discount, if I register by August 15th. Taking into account travel and hotel I estimate the total cost to be \$xxxx.xx. (see the conference schedule to determine the per diem amount needed that should be included in your travel costs). The cutoff for the conference rate at the hotel is August 25, 2023.

I believe this will be a great investment for [*insert institution name*] as well as an excellent opportunity to examine ways to enhance our mail and shipping operation.

Additional information can be found on the ARMCUMS website at <https://www.armcums.org>. Thank you again for considering my attendance at this important conference.

Sincerely,

*Your name here*