Hello [DECISION-MAKING PERSON],

I’m writing to request your approval of my attendance at the DonorPerfect Conference this year. DonorPerfect is touring the country and the closest location to us is [LOCATION YOU PLAN TO ATTEND] on [DATES OF CONFERENCE].

As you know, educational opportunities for fundraisers are crucial to keeping up with the goings on of the nonprofit community - especially with how rapidly our profession is changing. Online fundraising grows by 8% each year!

It’s important to [NAME OF ORG] that I attend the DonorPerfect Conference particularly because, in addition to developing myself as an effective [ROLE AT ORG], I will learn new strategies from fundraising experts to apply to our operations, get our specific questions answered by DonorPerfect staff to uncover how to make best use of our DonorPerfect system, and build meaningful connections with other nonprofits organically and through facilitated workshops.

I’ll be sure to share what I learn with the team, as registration includes access to all learning materials for both training tracks: Fundraising and Data Enhancement.

**Here is an approximate price breakdown to aid in your decision:**

*Registration: $595 ($495 for early birds!)*

*Airfare and/or Other Transportation:*

*Hotel Stay:*

*Food:*

***Total:***

For your further review, you can check out the DonorPerfect Conference details here [WEBSITE].

Thank you for considering my request to partake in this invaluable learning experience.

Best,

[YOUR NAME]