

Dear <Insert Manager's Name>,

I'd like to request your approval to attend the Coalition of Higher Education Assistance Organization Annual Conference (COHEAO), which takes place February 14 & 15th, 2023.

The conference will give me a chance to connect with other Higher Education receivables and collections professionals from all over the nation. In addition to the professional development and networking opportunities, the COHEAO Annual Conference focuses on current legislative and regulatory issues and provides an opportunity for me to visit Capitol Hill and advocate directly to congressional representatives on areas of importance to our institution.

One and half full days of the conference are dedicated to keynotes and panel sessions including sessions on *Washington Update and the New 118th Congress, Tuition Cost and Affordability, GLBA: New Safeguard Rule Requirements*, presentations from the Department of Education and Congressional Staff. A complete agenda has been attached for your review.

It's more important than ever to ensure we're getting the most out of our education and training investment – and my attendance at the COHEAO Annual Conference will do just that. COHEAO participates in the ongoing national discussion and provides timely updates on the most pressing topics in student financial services today, including accounts receivable management, Perkins and institutional loan repayment, financial literacy and the Consumer Finance Protection Bureau's work in higher education. I'll the chance to network and share ideas with other collections & receivables professionals.

I've broken down the approximate cost of my attendance at the COHEAO Annual Conference from Monday to Wednesday, February 13-15, 2023, below:

Airfare:	\$350 (average airfare)
Hotel (2 nights at \$239 night plus tax):	\$478 (plus tax)
Conference:	\$395 (institutional member rate)
Total:	\$1,223

Thank you for your consideration of this request. COHEAO has negotiated a discounted rate of \$239/night at the SOFITEL Hotel DC La Fayette Square (a very favorable rate in Washington D.C.) if I book my hotel early. Therefore, I appreciate your immediate attention to my request.

Regards,