**Subject: Request to Attend the Leepfrog User Community Conference 2023**

Dear *[Decision Maker Name],*

I am writing to request your support to attend a conference that is part of my professional development plan. Leepfrog Technologies, the sponsor of the conference, provides the curricular management software, CourseLeaf, that supports our < catalog publication, curriculum process, class scheduling, student registration, and/or syllabi publication>.

The Leepfrog User Community (LUC) Conference will be held February 27 – March 1, 2023 at the Loew’s Ventana Resort in Tucson, Arizona. The conference typically draws over 300 attendees from 175 or more colleges and universities. The three-day event includes presentations and workshops focused on building technical skills within CourseLeaf and learning new ways to leverage CourseLeaf for student success from peer institutions. Some of the sessions and workshops are also a part of the Certified CourseLeaf Professional Program.

**LUC 2023 will include:**

* Two full days of presentations on CourseLeaf from a functional, technical, and strategic lens.
* One full day of workshops that take a deeper dive into CourseLeaf with a “hands-on” approach.
* Consultation hours to meet with specialists in a 1:1 environment.
* Networking opportunities with colleagues at peer institutions who also use CourseLeaf.
* The opportunity to share feedback and new functionality requests with CourseLeaf staff.
* Time to discuss and learn about CourseLeaf directly with Leepfrog staff.

**The cost to attend LUC 2023: *(complete as appropriate)***

|  |  |
| --- | --- |
| Travel | $*XXX* |
| Accommodations | $XXX |
| Meals not covered by the conference | $*XXX* |
| Conference and Workshop Fee | $XXX |
|  |  |
| Total cost to attend: | *$XXX* |

The LUC Conference is widely regarded by peer institutions as extremely useful and productive. When I return from the conference, I will compile a short presentation to share what I learned including any new ideas that could benefit our team. I will also make conference materials available to my colleagues.

I would like to request approval to attend LUC 2023 as I believe it provides an essential professional development opportunity to further my skills and support the success of our department and its stakeholders. To benefit from the conference’s early bird registration discount, I need to register before December 16, 2022. I appreciate your timely review of this request. Please let me know if you have any questions.

Thank you for your consideration.

***[Add regards and signature]***