

**Subject: Request to Attend the Leepfrog User Community Conference 2024**

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, 2024 at the Loews Resort in Coronado Island, California. The conference typically draws over 300 attendees from 175 or more colleges and universities. The four-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 2024 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 estimate to attend LUC 2024: *(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 2024 as I believe it provides an essential professional development opportunity to further my skills and support the success of our department and its stakeholders. 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]***