

**EACE21 Virtual Conference Gain Approval Letter**

**To:** (Insert manager’s name here)

**From:** (Insert your name here)

**Subject:** EACE 2021 Virtual Conference

The EACE 2021 Virtual Conference features strong programming and the unparalleled opportunity to virtually connect with the industry’s most active college student recruiters and career services professionals. By attending this virtual conference, I can gain fresh ideas, skills, and contacts that will benefit (insert name of organization/institution here).

I believe attending the EACE21 Virtual Conference will allow me to:

1. Bring back new ideas and best practices that will immediately benefit our operation
2. Choose from 23+ educational workshops to stay on top of trends that could affect our operation and goals, and identify strategies to capitalize on trends in our industry
3. Build new and strengthen existing relationships that will benefit our office
4. Attend a highly ranked and established conference for a fraction of the cost of NACE

I believe this will be a great investment for (insert your organization name here) and a good use of my time.

After the event, I’ll share my takeaways with the team, including the ones we can implement immediately and an action plan for how we can make that happen.

EACE21 Virtual Conference registration rates are as follows:

* Member: Early Bird Rate: $189 | Reguar Rate after June 2, 2021: $239
* Non-Member: Early Bird Rate: $239 | Reguar Rate after June 2, 2021: $289

Please note, the earlier I register, the cheaper it will be. By securing the current offer, we can save hundreds of dollars on overall expenses.

To learn more about the EACE21 Virtual Conference, feel free to visit eace.org/eace21\_about. Thank you for taking the time to review this request, and I look forward to talking to you more about it soon!

Best Regards,

(insert your name here)