Hi [Name],

I’m writing to request approval to attend VentureWell’s 24rd annual conference, [OPEN 2020](http://venturewell.org/open), on March 19-21, 2020 in Salt Lake City, Utah. The OPEN conference gathers together representatives from across the innovation and entrepreneurship spectrum to share stories, start new collaborations, and learn emerging best practices in the rapidly evolving field of technology entrepreneurship education. I’ll have the opportunity to attend a wealth of informative sessions and make lasting connections with key stakeholders in the entrepreneurship community.

**OPEN 2020 Benefits**

* **Tackling our biggest challenges.** With more than 100 sessions focused around 5 content tracks, the conference will teach me how to embrace an entrepreneurial mindset, expand participation in our programs, and grow our startup ecosystem through venture development, industry collaborations, and cross-campus partnerships.
* **Networking with like-minded attendees.** Throughout the conference, I’ll have opportunities to connect with funders, partners, industry representatives, students, and higher-ed intuitions, to grow our network and discover potential collaborations.
* **Empowering our team.** As we continue to grow, we must embrace, understand, and integrate new methods into our work. I will bring back best practices, new tools, and other actionable insights, that we can implement right away. Our registration fee includes access to all of the conference presentations so that others in our office can benefit from these learnings, as well.

I’ve attached an outline of the sessions I plan to attend [attach session worksheet]. My projected costs for attending the conference are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by the early bird deadline of January 10 to receive a 15% discount.

OPEN 2020 is the year’s premier entrepreneurship education conference, devoted to connecting people across disciplines and geographies and moving the field forward. Attending this conference would provide the tools and the knowledge we need to continue growing as an organization and pursuing new and exciting opportunities in the space. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Name]