

[DATE]

Hi [MANAGER'S NAME],

I would like to attend Predict, Association Analytics' annual Acumen user conference on October 28-29, 2024, in Arlington, VA. This event will be full of sessions from data experts and association thought leaders focused on helping every level of our association successfully leverage Acumen and data analytics.

The agenda includes success stories from association peers using Acumen, hands-on training and office hours with Association Analytics data experts, sessions on adoption, data strategy, governance and thought leadership sessions from industry experts. I'm requesting your approval to attend the conference and expect to incur the following expenses:

- Travel [\$\$\$]
- Hotel [\$\$\$]
- Conference Pass [\$\$\$]

**Total = [\$\$\$]**

I'm confident my attendance will help move (ORG NAME) to the next level in our data analytics journey. After the event, I will share an executive summary with key takeaways and ideas on how we can optimize our use of Acumen and data analytics moving forward.

Thanks in advance,  
[YOUR NAME]