**Dear [Manager/Supervisor’s Name]:**

The 2025 Campus FM Technology Association (CFTA) Annual Conference is August 5 – 7, 2025 in Minneapolis, MN. This event will feature three days of educational sessions and presentations from industry leading facilities management professionals, round-table discussions on critical issues affecting the deployment and maintenance of campus FM technologies and systems. I am writing to request approval to attend the 2025 CFTA Annual Conference, as I believe doing so will further develop my technical skills while building knowledge around new campus FM technology innovations and shared best practices.

**In attending this conference, I will receive:**

* Technical sessions on the latest FM technologies and trends led by leaders in FM technologies.
* Topics include asset management, BIM, CAD, digital twins, document management, drones, GIS, integrated workplace management systems, national standards, new technologies, space information and management, system/data integration, utilities, and more.
* Inspiring main stage sessions and interactive programming along with breakout sessions led by facilities management solution innovators.
* Dedicated networking time in a collaborative environment to develop relationships and build contacts for future learning and collaborations.
* Learn about the latest campus FM technology trends from our business partners including firsthand accounts of end-user experiences from campus members utilizing the technology.

**You can learn more about the conference here:**

A large majority of my meals are included with the cost of registration and I have included estimated travel cost to attend and enhance my professional development by bringing new knowledge and best practices back to our campus.

**Cost Estimate**

|  |  |
| --- | --- |
| Travel costs | $XXX |
| Accommodation (4 nights at $169/night)\* | $700 |
| Meals (5 days at $XXX)\*\* | $XXX |
| Registration (Early bird before July 11)\*\*\* | $1,200 |
| Ground Transportation (rideshare/taxi) | $XXX |
| ***Total cost to attend*** | **$X,XXX** |

***\*Hotel costs do not include applicable taxes. This is a conference block negotiated hotel rate.***

***\*\*Two breakfasts/AM breaks, two lunches/PM breaks, one reception and one dinner reception provided. (Tuesday – Thursday)***

***\*\*\*Registration rates vary by early bird and late registration options. Late registration after July 11, 2025 is $1,300.***

I hope you agree that the CFTA Annual Conference is a good investment of time and resources that will benefit our department and institution as a whole. Thank you for considering this request.

[your name here]