

Subject: Request to Attend the Leepfrog User Community Conference 2025

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 25 – February 27, 2025 at the Ritz Carleton in New Orleans**. The conference typically draws over 400 attendees from 250 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.

LUC 2025 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 2025: (complete as appropriate)

Travel	\$XXX
Accommodations	\$XXX (\$249 per night + tax)
Meals not covered by the conference	\$XXX
Conference and Workshop Fee	\$XXX
Total cost estimate to attend:	\$XXX

(Please Note: LUC 2025 registration is \$995 for the Conference and \$595 for the Pre-Conference Workshop Day. Most clients spend 4 nights if they are attending both the Workshop Day and the Conference (arrival on Monday and departure on Friday) and 3 nights if they are only attending the Conference (arrival on Tuesday and departure on Friday). Breakfast and lunch are included in the Workshop Day registration and 2 breakfasts, 2 lunches, and 1 dinner are included in the Conference registration.)

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 2025 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]