Subject: **Attending Collective Imagination 2023**

Hi [Name],

I’m writing to ask your approval to attend [Collective Imagination 2023](https://www.gallerysystems.com/collective-imagination-2023), Gallery Systems’s user conference. It’s taking place November 13-17, 2023, at the [Royal Sonesta Hotel](https://www.sonesta.com/royal-sonesta/dc/washington/royal-sonesta-washington-dc-dupont-circle) in Washington, D.C. Attending CI 2023 would be a valuable opportunity for me to develop my [TMS or TMS Collections] skills and knowledge.

Collective Imagination begins with two days of pre-conference workshops on November 13 and 14. I would like to enroll in the below workshops, which I feel are timely and relevant to developing [institutional project or goal]:

* [workshop 1]
* [workshop 2]
* [workshop 3]
* [workshop 4]

After the workshops, three days of speaker sessions, hands-on support, and networking events are held from November 15-17. TMS Suite users from around the world will be gathering to share their best practices, projects, and experiences in collections management. It’s an incredible chance to gain valuable insights, which I can share afterward with you and our colleagues.

If I register before August 15, 2023, I can benefit from the Early Bird rate of $675, which is $100 less than the Standard Registration fee. The workshops are offered at $350 per half-day session and $700 per full-day session. For accommodations, Collective Imagination attendees can stay at the conference hotel for a discounted rate of $189 per night (plus taxes), provided they book before the room block is fully reserved.

Thank you for considering my request! I believe Collective Imagination 2023 will deliver tremendous value for both our institution and my career development, and I look forward to discussing the subject with you.

Warm regards,
[Signature]