Hello Mr. /Mrs. Manager,

Re: TriVerity Collection Academy 2024

I request approval to attend TriVerity's Collection Academy, October 1 to 2, 2024, in Minneapolis, MN. The two-day TriVerity Collection Academy isn't your ordinary conference. It is the gathering of our nationwide collections network, coming together to learn from qualified professionals about the industry & economic trends and to engage in audience-driven discussions. You will ask and answer questions, give and take advice, learn what others are doing, and much more. The Collection Academy is your gateway into the community of collectors and information-rich sessions. At a total cost of about $**XXX**, it's the most cost-effective way to ensure that we're keeping up with the ever-changing world of collections.

In particular, I'd like to focus on finding solutions or best practices that could benefit these projects:

• [add project or initiative]

• [add project or initiative]

• [add project or initiative]

In addition to networking with my fellow financial institution peers, industry experts, and influential speakers, I will also have the opportunity to meet and interact with TriVerity and The Loan Service Center staff. The chance to meet face-to-face and build our relationship is invaluable and something I can leverage across the projects we focus on for the following year.

**Here's an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare: (or other transportation costs) | $ XX |
| Hotel: (3 nights at $159 + tax) | $ 477 + tax |
| Dinner: (3 days at $40) | $ 120 |
| Registration Fee\*\*: | $ 695**\*** |
| Total: | **$ XXX** |

\*\*Registration fee includes all materials, breakfast & lunches, access to all sessions, and Meet & Greet Reception. More details can be found on the TriVerity Academy website.

I can schedule a post-conference meeting with you to summarize all the major takeaways and tips I learned to maximize our current collection efforts. I can also share relevant information with key personnel within our collection department and financial institution.

Thank you for considering this request. I look forward to your reply.

Regards,

**\*Pricing Structure for Reference**

General Admission - $695 additional attendees - $595

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