**Subject: Request for Support to Attend TACRAO 2025 Conference**

Dear [Supervisor's Name],

I am writing to respectfully request your support in attending the upcoming **TACRAO 2025 Annual Conference**, which will be held in El Paso, TX, from November 9-12. This conference is a premier professional development event for higher education professionals in Texas, offering a unique opportunity to engage with colleagues across institutions, learn from experts in the field, and bring back innovative ideas to enhance our work.

**Why sending me to TACRAO Matters:**

* **Professional Development:** The conference features sessions on leadership, enrollment management, admissions, records, and technology—providing actionable insights and strategies that align with our department’s goals.
* **Networking & Collaboration:** Attendees will connect with peers from across the state, fostering relationships that can lead to collaborative initiatives and shared best practices.
* **Institutional Impact:** The knowledge and skills gained will directly benefit our institution by improving processes, enhancing student services, and supporting strategic planning.

The following is a list of my 3 top priorities to accomplish at TACRAO 2025

1.

2.

3.

Here is an estimation of the cost to send me to TACRAO 2025

Airfare: $\_\_\_\_\_\_\_\_

Transportation: $\_\_\_\_\_\_\_\_

Hotel: $\_\_\_\_\_\_\_

Meals: $\_\_\_\_\_\_\_\_

Conference Fee: $\_\_\_\_\_\_\_\_

Total: $ \_\_\_\_\_\_\_\_

I believe attending TACRAO 2025 will not only contribute to my professional growth but also empower me to bring back valuable tools and perspectives that will positively impact our team and institution. Thank you for considering this request. I am happy to provide additional details or discuss how this opportunity aligns with our department’s objectives.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Institution]