

Dear [Supervisor Name],

This letter is to express my desire to represent our institution at the 2021 DRIVE/Cast powered by AMAtlas. This online conference takes place on April 15, 21, and 27, 2021.

DRIVE/ is the only U.S. event that offers a focused learning experience for education institutions and other nonprofit organizations to explore all things data. Since 2011, DRIVE/ has guided thousands of professionals in capturing, managing, and analyzing data to gain insight, drive better outcomes, operate efficiently, and achieve their missions.

Hosted by the Council for Advancement and Support of Education (CASE), this online conference includes sessions on data management, mining, analytics, visualization, governance, artificial intelligence and more. I will have an opportunity to learn from industry experts and peers as well as explore technologies and solutions through interactive sessions.

DRIVE/Cast is a great opportunity to learn about successful strategies from others in our field. I am particularly interested in [SPECIFIC SESSION], which I think will help us [APPLY TO YOUR WORK].

My registration will cost [AMOUNT], and if we register [# OF ATTENDEES], it will cost [AMOUNT]. I will ensure my duties are covered while I am participating and will take detailed notes for our team.

I welcome any questions you may have regarding this opportunity. You can learn more about the program by visiting case.org/drive.

Thank you for considering my request.

Sincerely,

[FUTURE DRIVE/Cast PARTICIPANT]