



2022 ACA INTERNATIONAL
IGNITE
MARCH 16-18, 2022

**THE NEW
PARADIGM IS NOW**

Hi _____,

I would like approval to attend **ACA International's IGNITE conference** from March 16-18, 2022, in Las Vegas. It's a conference for collection professionals who want to connect in-person with fellow collection experts, dive into education sessions and walk away with new ideas.

ACA has been the leader in education for the accounts receivable management (ARM) industry for decades. IGNITE is the perfect place to learn from well-known ARM experts and enhance my skills.

With nearly two dozen sessions in three topic-focused tracks (Technology, Operations and Compliance), I know I will receive practical strategies and insights that I can bring back and use right away to make an impact in our company. Plus, the Expo Hall provides additional opportunities to learn about the latest innovations.

(I see that _____ and _____ will be there. It would be interesting to learn more about their products.)

Upon approval, I plan to attend sessions focused on _____, which directly relate to the current challenges _____ is facing. I can share my notes with team members when I get back or even give a quick presentation on key topics.

I am seeking approval for the registration and travel expenditures. This would include:

Conference Registration: \$ _____

Hotel: \$ _____ /night for _____ nights

Airfare: \$ _____

Other Transportation: \$ _____

Meals: \$ _____ (My conference registration includes breakfast every day and lunch on Thursday, plus refreshment breaks)

Total Cost: \$ _____

If we need to cancel my registration for any reason related to COVID-19, we will receive a full refund of all registration fees paid to ACA.

See for yourself how exciting the agenda is for ACA's IGNITE conference: <https://www.acainternational.org/events/ignite-2022>. The people who attend IGNITE are typically management-level and higher, and the majority are from small to mid-size agencies. This makes it a perfect fit for us!

Please consider my request—this conference is an invaluable learning opportunity. Thank you for your consideration.

Sincerely,