



Hi _____,

I would like approval to attend **ACA International's Convention & Expo** on July 26-28, 2023 in Chicago. It's ACA's annual event for collection professionals who want to connect in-person with fellow collection experts, dive into education sessions and walk away with new ideas. Plus, it features keynote speakers from outside the industry, presentations on innovation strategies, as well as events for first-time attendees, young professionals and women in collections.

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

It features a fabulous lineup of inspiring keynotes on the main stage, as well as industry innovators and experts who share business operation tips and insights in education sessions.

With more than 25 sessions to choose from, I know I will receive practical strategies and insights that I can bring back and use right away to make an impact on the challenges faced by 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.)

The ACA Convention also provides 10 Professional Development Units (PDUs) toward ACA's designations. You can learn more about these at <https://www.acainternational.org/education/designations/>.

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

Convention Registration: \$ _____

Hotel: \$ _____ /night for _____ nights

Airfare: \$ _____

Other Transportation: \$ _____

Meals: \$ _____ (My convention registration includes breakfast and lunch on Thursday and Friday, refreshment breaks, four receptions and dinner on Friday night.)

Add-Ons: \$ _____ (In addition, I would like to attend the ACPAC Event.)

Total Cost: \$ _____

You can learn more about the event at <https://www.acainternational.org/events/convention-2023>. The people who attend Convention are typically middle-management level or higher, and represent agencies of all sizes. I think it's a perfect fit for learning from our peers and the various technology vendors that are out there.

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

Sincerely,
