

Dear [Supervisor's Name],

I am writing to request approval to attend the 2026 NACAS Canadian Connect, Enrich, and Exchange Conference. This dynamic conference brings together ancillary services professionals from across Canada for focused education, valuable networking, and timely discussions specific to Canadian institutions.

Event Details

Event: 2026 NACAS Canadian Connect, Enrich, and Exchange

Dates: October 14–16, 2026

Location: George Brown Polytechnic – Waterfront Campus

The program is designed to address the evolving needs of our field, offering opportunities to exchange ideas, explore innovative solutions, and learn best practices from peers facing similar challenges.

Attending this conference would provide direct value to our department by enhancing my knowledge in key operational areas, strengthening professional connections, and identifying new strategies that can be applied to improve our services and support institutional goals. The insights gained will help ensure we remain competitive, efficient, and responsive to the needs of our campus community.

I would be happy to share key takeaways with our team following the conference to maximize the return on investment. Thank you for considering this request. I am confident that attending this event will contribute meaningfully to both my professional development and our department's continued success.

Sincerely,

[Your Name]