



Hi \_\_\_\_\_,

I would like approval to attend **ACA International's Convention & Expo** July 20-22, 2022, in Orlando. 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 six 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 or Blueprint Workshop.)

**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.

You can learn more about the event at <https://www.acainternational.org/events/convention-2022>. The people who attend Convention are typically management-level and higher, and the majority are from small to mid-size agencies. I think it's a perfect fit.

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

Sincerely,

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