Date

Dear <supervisor’s name>,

I am writing to request your approval to attend the ARMA InfoCon 2025 conference, happening October 19-22 at the Phoenix Convention Center in Phoenix, AZ.

The continually evolving nature of the information management industry demands a commitment from professionals to stay up to date on the latest tools, techniques and policies for preserving and protecting company information assets. ARMA is the world’s leading membership organization serving almost 5,000 professionals who manage and govern information and InfoCon is the largest conference dedicated to the information management industry. This year’s event features 3-days of education sessions with relevant, timely, and forward-thinking content, practical workshops, valuable networking opportunities, and an interactive expo hall.

There will be more than 60 educational sessions led by 70+ expert speakers. The education agenda typically features sessions with specific focus areas designed to address **critical topics in the information management industry today**, such as AI in information governance, legal issues in information governance and data & records management. Also offered are sessions designed to promote **professional development and enrichment** with a focus on delivering excellence in information governance, growing the information governance profession and core concepts in information governance and records management.

Attending InfoCon 2025 will allow me to network with more than 800 information management professionals to learn what has been successful in their industry and organizations. Dedicated expo time will enable me to participate in productivity platform demonstrations and discuss business process solutions with key industry leaders and suppliers. The ideas, best practices, tools and connections I will gain will better position me to help our organization save time and money while prioritizing our information management needs.

I believe my attendance at InfoCon 2025 will prove to be a highly valuable investment for our organization. I have broken down the estimated costs for me to attend this conference, which I estimate to be <$xxxx.xx>.

*<Use the provided Conference Expense Estimate Worksheet for your expense estimate>*

For a better understanding of the value of attending InfoCon 2025, here is a link to the conference details: [www.armainfocon.org](http://www.armainfocon.org).

Thank you for taking the time to review my request, and I look forward to speaking with you about this opportunity. Please feel free to reach out to me with any questions or concerns I can address.

Sincerely,

<name>