

**Subject: Request for Approval to Attend Credit and Collections Symposium**

Dear [Manager's Name],

I am requesting approval to attend the **2026 Annual Utilities Credit & Collections Symposium on March 16-18 in Coral Gables, Florida**. Attending will help us stay current with the industry's best practices and optimize our credit and collections processes.

**Top reasons to consider my attendance:**

**1. Stay Informed on Industry Trends:**

The conference offers comprehensive sessions on collection agency management, billing and payment options, account segmentation, and agency allocation technologies. Staying up to date on these components is essential to keeping our utility at the forefront of the industry.

**2. Technology Solutions Showcase – New for 2026:**

The Technology Solutions Showcase offers focused sessions on the latest platforms, analytics, workflows, and automation, helping us find cost-saving technologies to boost efficiency and results.

**3. Explore Cutting-Edge Technologies:**

Gain actionable insights on data analytics, automation, and AI to drive process improvements and support better risk decisions.

**4. Enhance Customer Engagement Strategies:**

Discover digital tools to refine engagement, increasing customer satisfaction and retention.

**5. Networking Opportunities:**

Meet top vendors to assess products and solutions that fit our needs and support our goals.

**6. Collaborate with Peers:**

Engage with professionals from other utilities facing similar challenges. This collaborative environment fosters valuable discussions on best practices and proven strategies to support our initiatives.

**7. Utilities-Only Session:**

Participate in the utilities-only forum, a confidential environment for discussing shared challenges and exploring approaches that have worked for other organizations.

**8. Personal and Professional Growth:**

Participating will build my leadership skills, industry expertise, and communication abilities.

I will share key takeaways and actionable recommendations to drive the success of our credit and collections initiatives after the conference.

Thank you for considering my request. This event offers a strategic opportunity to strengthen operational effectiveness and our credit and collections performance.

Sincerely,  
[Your Full Name]  
[Your Position]  
[Contact Information]