Subject: Request for Approval to Attend 2027 Annual Utilities Credit & Collections Symposium

Dear [Manager's Name],

I request approval to attend the 2027 Annual Utilities Credit & Collections Symposium, March 15-17, 2027, at the Hyatt Regency Coral Gables in Coral Gables, Florida. The Symposium is designed specifically for utility professionals responsible for credit risk, customer arrears, payment compliance, collections strategy, and revenue recovery.

The program focuses on practical operating strategies, utility case studies, peer discussion, and technology evaluation that can support measurable improvements in collections performance and financial results.

Key benefits include:

Collections and Financial Performance: Practical strategies for managing arrears, improving payment compliance, strengthening collections results, reducing write-offs, and improving revenue recovery.

Utility Peer Benchmarking: Direct discussion with utility peers to compare operating practices, performance measures, treatment strategies, and approaches to current credit and collections challenges.

Technology and Service Evaluation: Focused exposure to technologies and service providers supporting credit risk, collections, payments, customer engagement, analytics, and recovery performance.

Actionable Takeaways: Utility case studies and peer insights that can be evaluated for application within our own operation, including opportunities to improve processes, controls, vendor performance, and customer outcomes.

Following the Symposium, I will provide a concise summary of key takeaways, relevant peer benchmarks, technology or vendor insights, and actionable recommendations for our organization.

The estimated total investment, including registration, travel, and lodging, is approximately [$X]. The value of the conference will be measured by the practical ideas and performance improvements that can be applied to our credit and collections operation.

Thank you for your consideration. I look forward to your approval and would be glad to discuss the expected benefits or provide additional information.

Sincerely,
[Name]
[Title]
[Utility]