

****REVIEW THIS CUSTOMIZABLE LETTER AND FILL IN THE BRACKETED AREAS WITH INFORMATION SPECIFIC TO THE NEEDS AND PRIORITIES OF YOUR TEAM AND INSTITUTION****

Dear [Decision Maker],

The annual WolfPAC User Conference will be taking place on [Choose one of the following: October 18-19 at Mohegan Sun, Uncasville, CT OR October 26-27 at Mandalay Bay, Las Vegas, NV] and I would like to request your approval to attend. This event provides client-focused education on the WolfPAC modules from WolfPAC and industry experts who specialize in: Enterprise risk management, regulatory compliance, vendor and IT management, and business continuity planning.

We currently use the [modules you currently use] modules. I believe attending the Conference is the most effective way to gain actionable knowledge that can help us utilize the software to its fullest extent, and meet and exceed our risk management goals. Additionally, I will not only learn about the latest software updates and enhancements, but I will also have opportunities to network with users from other institutions and discuss how they integrated the software into their risk management program.

WolfPAC User Conference Highlights

- **12 Educational Sessions.** Presentations on several crucially important topics including vendor management and due diligence, IT risk assessment, Compliance monitoring programs, business continuity planning, and WolfPAC product updates.
- **Industry-Leading Insight.** In addition to the software-focused sessions, there are several strategy-focused sessions on topics such as aligning strategic risk, incident management, communicating effectively with the Board, and critical leadership skills needed by a CRO.

To view the agenda, visit [Include either the East Coast Agenda: <http://www.wolfpacsolutions.com/events/2017-wolfpac-user-conference-east-coast> OR the West Coast Agenda: <http://www.wolfpacsolutions.com/events/2017-wolfpac-user-conference-west-coast>, depending on where you would like to attend]

- **Interactive and Client-Focused.** There will be a breakout discussion to discuss best practices in risk management, the WolfPAC product, as well as ideas and insight from our peer institutions.
- **CPE Credits.** 11 CPE credits will be provided.

Approximate Cost

Travel	\$ [XXX]
Accommodations (if necessary)	\$ [XXX]
Conference fee (includes meals)	\$ [725 OR \$650 if sending 3+ team members]
Total cost to attend	\$ [XXX]

Payback: Our ROI

I believe that my attendance at the WolfPAC User Conference is a beneficial investment because it will help us to optimize our use of the WolfPAC Software and improve our ERM activities and ability to achieve our strategic and operational goals.

[Add standard sign off]