

Dear \_\_\_\_\_,

I would like to attend NRF Rev 2026, taking place Jan. 11-12, 2026 at the Sheraton New York Times Square Hotel in New York City. The National Retail Federation is known for its support of our industry, and highly respected for its advocacy, industry insights and retail events.

As you know, my team and I have been tasked with finding new ways to reduce costs and measurably improve our returns management process. At NRF Rev, retailers, brands and manufacturers come together in one collaborative space to exchange ideas and forge partnerships that will successfully drive cost savings and profitability in our returns and sustainability initiatives.

I would like to attend NRF Rev to gather the latest insights for turning product returns into a revenue strategy and to connect with reverse logistics experts and technology providers. The event will include:

- Expert, practical knowledge from carefully selected keynote sessions.
- Meaningful conversations during smaller, peer roundtable discussions.
- Best practices on creating frictionless return experiences that build trust, deepen customer relationships and increase lifetime value.
- Tips on post-purchase engagement — tracking, communication and support — that can reduce returns and boost customer retention.
- Opportunities for partner and peer networking throughout the conference.

*[ --- If you are seeking approval for multiple team members to attend --- ]*

In addition to myself, I am seeking approval to bring [NUMBER OF ADDITIONAL PEOPLE] team members/business partners to the conference. Their attendance will allow us to continue our investment and development in our people, showcase us as a choice employer in the industry and help build organizational resiliency and succession. Inviting our business partners from [INSERT DEPARTMENTS] gives us the ability to continue to collaborate in our efforts to maintain a safer, more secure and profitable organization.

The cost of attending NRF Rev is \$\_\_\_\_\_ for registration with travel costs estimated at \$\_\_\_\_\_. Attending in person will also allow me to continue to develop a network of trusted connections that we can call upon to help validate, benchmark and exchange ideas. Upon my return, I will provide a recap of learnings, new ideas and opportunities to benefit our program and organization.

I appreciate your consideration and thank you for your support.