To whom it may concern:

I am requesting approval to travel and/or be out of the office July 17, 2020, for the USFN Legal Issues Seminar in Chicago, IL. The event includes a welcome & orientation session, four general sessions, a luncheon & roundtable discussions, several networking opportunities, a networking dinner the night prior to the conference and breakfast and lunch the day of the event, all of which are included in my early bird registration rate of $495. USFN members help offset the cost for servicers to attend the conference.

**IF TRAVELING TO CHICAGO:**

The total anticipated cost for me to attend this event is approximately $1100, which includes a reduced mortgage servicer early bird registration rate of $495 (the early bird rate expires on May 18, 2020); $350 estimated airfare; and a one-night stay at the host hotel at a reduced nightly rate of $229. The registration rate includes all conference meals: networking dinner, breakfast, lunch, and two breaks.

**IF LOCAL TO CHICAGO:**

The total anticipated cost for me to attend this event is $495, which is the reduced mortgage servicer early bird registration fee of $495 (the early bird rate expires on May 18, 2020), and includes all conference meals: networking dinner , breakfast, lunch, and two breaks.

By attending the USFN Legal Issues Seminar I will have the opportunity to hear from in-house and outside counsel who are on the front lines of legislation and court decisions that are impacting all aspects of mortgage loan servicing. In addition, I will be able to be a part of frank and open conversations about difficult topics that simply cannot be duplicated in any other forum. I believe it will offer important insights and valuable take-aways that can be put into practice today.

This exclusive format is limited to senior in house counsel, servicing, compliance and litigation managers and paralegals, together with USFN member attorneys.

I look forward to attending this event and returning with valuable information on the issues facing our industry and impacting our bottom line. After the event, I will share with you and my team the educational takeaways and best practices.

Sincerely,

Signature Block