Dear [MANAGER’S NAME],

I would like your approval to attend the [**Association of Healthcare Emergency Preparedness Professionals (AHEPP) Annual Conference**](https://www.aheppannual.org/) in Frisco, TX on February 27 & 28 and pre-conference on February 26**.**  This event is dedicated to advancing emergency preparedness in healthcare facilities, and specifically focuses on providing the latest research, education, and connections that can help me be even more successful in my job.

The [**agenda**](https://www.aheppannual.org/agenda-2024)covers a wide range of topics related to healthcare emergency preparedness and my current responsibilities. The content presented in the various sessions will help me continue to strengthen my skills in [X], [Y] and [Z], and I will walk away having learned:

* Goal 1
* Goal 2
* Goal 3

Furthermore, I’m confident that my attendance at AHEPP Annual 2024 will directly influence the quality of my work on [PROJECT NAME]. When I get back from the conference, I will share takeaways with the team, including those that we can implement immediately.

I’ve broken down the approximate cost of my attendance at AHEPP Annual 2024 below.

* **Airfare/Travel:** [$AMOUNT (if applicable)]
* [**Hotel**](https://www.aheppannual.org/hotel-travel)**:** $199/night [or Government per diem rate $151]
* **Meals:** $0 Included in registration
* **Event Registration:** [Enter applicable amount. Rates found [here](https://www.aheppannual.org/register)]
* **Pre-Conference Registration:** [$200 (if attending)]
* **TOTAL:** [$AMOUNT]

The earlier I register, the more cost effective it will be. **Early bird pricing is only available until December 31, 2023, and will save us hundreds of dollars.** You can also learn more about the event at [www.aheppannual.org](http://www.aheppannual.org).

Thank you for taking the time to review this request. I look forward to hearing from you in this regard.

Best regards,

[YOUR NAME]