Dear <Manager>,

I would like to attend the American Society for Health Care Risk Management (ASHRM) 2024 Conference which takes place October 6-9 in San Diego. The conference offers four days of educational training from experienced risk professionals. It provides opportunities to connect with risk managers, earn continuing education credits, and learn more about what’s happening in the health care risk management field.

The most timely and reliable risk management programming happens at ASHRM’s Annual Conference. The field comes together to share its findings, challenges and best practices with the common goal of advancing safe and trusted health care. **I would like to request approval to attend**, as I believe it will further develop my risk management knowledge and expand our use of best practices.

My attendance will help me impact our organization with the cutting-edge risk management innovations learned at the ASHRM 2024 Conference. I will network with the thought leaders and influencers in risk management, and I will be better prepared for the future trends and challenges facing our institution.

To learn more about the conference, visit <https://www.ashrm.org/annual-conference>.

Benefits to myself – and our organization:

* Education and networking opportunities with peer-to-peer knowledge sharing.
* Timely and innovative sessions from leading experts.
* Hands-on demonstrations with the newest products and innovations in health care risk management.
* Continuing education credits towards my professional development.

I need \_\_\_\_\_ number of credits to keep my credentials in \_\_\_\_\_ current.

The approximate investment for my attendance is as follows:

|  |  |
| --- | --- |
| Travel Costs |  |
| Accommodations |  |
| Meals |  |
| Registration |  |
|  | **Total Cost to Attend:**  |

**The Early Bird registration deadline for ASHRM 2024 is Sunday, August 11, and I can get $100 off the price of registration.**

I would like to register early to take advantage of this reduced rate so I appreciate a quick response. Thank you for your consideration.

Sincerely,

Signature