To:

From:

Re: WVC Annual Conference attendance

Dear [manager name],

I’m requesting approval to further my professional development by attending our industry’s most comprehensive educational event, [WVC Annual Conference 2020](https://info.wvc.org/2020-annual-conference-countdown). This event takes place February 16–19 in Las Vegas and offers the opportunity to gain practical knowledge that I can immediately apply to our patients, source new products and services for [insert practice name], and earn my CE credits for the entire year.

In particular, I feel that these sessions and exhibitors are especially relevant to our practice:

* [add education session or exhibitor name]
* [add education session or exhibitor name]
* [add education session or exhibitor name]
* [add education session or exhibitor name]
* [add education session or exhibitor name]

I’ve also included a copy of my full tentative schedule for your review [Once the feature is available, you can use My Schedule on WVC’s website to draft an itinerary and include it with this letter].

The quality of the continuing education we receive matters, because that education directly translates to the care we provide to our patients. WVC has a longstanding reputation for providing exceptional, practice-relevant information to veterinary professionals. By attending this year’s annual conference, I’ll receive education and training in expert-guided sessions and labs, and I’ll also discover new solutions that will help keep our practice competitive. After returning, I’ll be able to share a post-conference report with key members of our team that will include an executive summary, major takeaways, tips, and recommendations for elevating the standard of care at our practice.

Here’s an approximate breakdown of this investment:

Airfare: [$$]   
Hotel: [$ per night] x [number of nights]   
Transportation to/from airport: [$$]

Other transportation: [$$]  
Meals: [$$]   
Registration Fee: [$$]

Fees for hands-on labs/events: [$$]

TOTAL: [$$]

I’m currently working on ways to reduce expenses, including hotel discounts, shuttle services, meals with vendors, and registering early if possible (if I register before [date], then I can save [$$$]).

I am confident that you will find my attendance at this educational event to be a wise business investment. Thank you for your consideration and please don’t hesitate to contact me if you have questions or would like additional information.

Regards,

[Your name]

[Attendee Expense Worksheet](https://info.wvc.org/hubfs/Annual%20Conference/WVC%202019-Expense-Worksheet.xls)