Dear <Manager>,

I would like to attend the 2022 American Society for Healthcare Risk Management Annual Conference which takes place September 11-14 in Boston. The conference offers four days of educational training from experienced risk professionals. It provides opportunities to connect with risk managers, earn CE credit, 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 shared 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 2022 Annual Conference. I will connect with the thought leaders and influencers in risk management, and I will be better prepared for the future trends and challenges facing health care.

<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 Annual Conference is Friday, August 12, and I can get $100 off the price of registration.**

I need to register early to benefit from the current discount, so I appreciate a quick response. Thank you for your consideration.

Sincerely,

Signature