

Dear < **practice owner or supervisor's name** > ,

Because I am committed to the success of < **your practice's name** > , I would like to attend the Veterinary Hospital Managers Association (VHMA)'s < **meeting name** > ,, being held < **meeting dates** > , in < **location** > .

VHMA's < **meeting name** > , provides an intensive opportunity to develop and maximize management skills by providing a forum for new ideas, best practices, and lessons learned from other VHMA members themselves. I expect to return to < **your practice's name** > with ideas gleaned from colleagues to improve efficiency, effectiveness and profitability. In addition, I will earn < **# of CE credits** > continuing education credits for participating in this learning opportunity.

I am requesting approval for the conference registration fee, travel and related expenses to the conference. A cost breakdown is included below.

Designed to provide ideas and solutions that we can implement immediately, I will be attending presentations which address the following critical issues:

- Human Resources
- Law and Ethics
- Marketing
- Organization of the Practice
- Finance

Conference registration includes educational sessions, meals (breakfast and lunch), and scheduled networking events. Here is the cost breakdown:

- Conference Registration: < **\$xxx** >
- Roundtrip Airfare: < **\$xxx** >
- Transportation: < **\$xxx** >
- Hotel: < **\$xxx** >
- Meals: < **\$xxx** >

The total cost associated with attending the VHMA < **meeting name** > , is: < **\$xxx** > .

I would like to set up a meeting to find out what your requirements for my attendance would be and ensure that your expectations are met. I plan to submit a post-conference report that will include an executive summary, major takeaways and a set of recommendations to maximize the efficiency, effectiveness and profitability of our practice. If you require any further information, please let me know.

Thank you in advance for considering this request. I look forward to meeting with you to discuss this opportunity!

Sincerely,

< **your signature here** >