[Date]

Dear [**supervisor's name**]:   
  
I request your approval of my attendance at the [AAMI eXchange 2024, June 14–17, in Phoenix, Arizona](https://www.aami.org/events/exchange24)—and here’s why: What I learn at this event will bring back dividends to our department far exceeding the cost of the conference. The educational program will include:

* First-hand accounts of experiences by healthcare technology management professionals who have implemented new technologies.
* Insightful techniques to maximize efficiency and reduce costs.
* Practical ways to communicate with and get support from other departments.
* Effective programs for promoting patient safety and reducing risks.
* Product demonstrations.
* Lessons learned from colleagues in other hospitals (helping us move more quickly on some of our own projects).
* Proven management methods that we can put to use right away.
* Earn CEUs.

At your request, I would be happy to share a list of all the educational sessions with you, so that together we can select the ones that would provide the greatest benefit to our department.  
  
Also, the Expo, with around 165~ medical equipment manufacturers and health technology companies, will enable me to meet with many of our current suppliers to find out about their latest technologies and upgrades. It also will enable me to find out what their competition has to offer.

Because the conference occurs over a weekend, I would need to be away from the department only on [list of dates].

Costs:

The full conference registration price is <$xxxx> if I register by the early bird deadline of April 5, 2024.

Here is the breakdown of conference costs: [You will need to insert your travel expenses below]

* Airfare: <$xxxx> OR Mileage: <$xxxx>
* Ground Transportation: <$xxxx>
* Hotel: <$xxxx>
* Meals: <$xxxx>
* Registration Fee: <$xxxx>

The total costs associated with attending this conference are: <$xxxx>

Again, I believe that the knowledge and professional contacts that I would gain at AAMI eXxchange 2024 would be invaluable to our department, and that they ultimately will help us to improve our bottom line—better and more cost-effective patient care.

Sincerely,

[**your name]**