

EMPLOYER APPROVAL REQUEST LETTER TEMPLATE

[DATE]

Dear [Supervisor]:

I'd like to attend the National Environmental Health Association's (NEHA) 79th Annual Educational Conference (AEC) & Exhibition in Orlando, Florida on July 13-15, 2015. Because NEHA offers a comprehensive menu of environmental health and safety training and education programs, and offers best practice sharing and networking with other professionals in roles similar to mine, it delivers a tremendous value to attendees and organizations.

The total cost will be around \$_____ (see breakdown below) to attend, and it's a very cost-effective way to ensure that we have the skills, knowledge, and expertise we need to help solve our daily and strategic challenges and to adapt and excel in the ever-changing economic, professional, and global landscape. I will acquire practical tips, tricks, and tweaks to help improve my performance, our programs, and our overall bottom-line results.

In particular, I'd like to focus on finding solutions or best practices that could benefit these projects/programs/problems:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

After reviewing the conference program, I identified a number of education sessions which are important to our current and future activities/programs/processes, including:

- [add session]
- [add session]
- [add session]

I realize our budget is tight this year; however, the NEHA AEC is a solid investment in our organization that will result in immediate and longer-term benefits. Additionally, NEHA guarantees a return on the investment made for my attendance to the AEC.

After attending the NEHA AEC, I will be able to:

- Increase efficiencies, enhance performance, and increase productivity to help the bottom-line.
- Maximize our investment by sharing the information and knowledge I gained with you and co-workers.
- Network with my peers from all over the country and the globe to benchmark and learn what they are doing to solve similar problems and launch innovative solutions.
- Visit suppliers to find the latest products, services, and tools to help our organization. With the suppliers all one place at the same time, we will save time and money in learning what they have to offer.
- Earn Continuing Education Credits to maintain my professional certification(s) and credential(s).

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NEHA's 79th AEC is truly the best, most comprehensive training and education investment we can make in our organization all year. Difficult times make it more important than ever that we NOT miss the skills, knowledge, and expertise that can be derived from the NEHA AEC and can help us build for a better tomorrow.

Here's an approximate breakdown of NEHA 2015 AEC costs:

Airfare: \$

Transportation \$

Hotel: \$

Meals: (some meals included in registration fee) \$

Conference registration fee: \$ 575

Total: \$

If I register by May 2015, the organization will save over \$100 in registration fees in addition to securing a lower-priced hotel room and airfare.

I hope you will support my attendance and this investment in our organization. Thank you for your consideration.

Regards,

[YOUR NAME]