Dear <Manager>,

I would like to attend the AHE Exchange 2022 Conference, happening October 3-5 in Orlando. This annual conference is hosted by the Association for the Health Care Environment (AHE) a professional membership group of the American Hospital Association (AHA). The conference offers three days of interactive educational training from experienced health care EVS leaders. It provides opportunities to connect with EVS leaders, explore cutting-edge solutions, and learn about emerging best practices.

AHE Exchange provides EVS leaders with far-reaching knowledge to make informed decisions. The conference brings together health care professionals and infection preventionists to exchange ideas and learn about the latest product, services, and trends. **I would like to request approval to attend**, as I believe it will further develop my environmental services knowledge and expand our use of best practices.

At the AHE Exchange Conference, I will connect with environmental services thought leaders and be better prepared for the challenges our department encounters. Attending this conference will help me make a positive impact on our organization by improving our EVS department’s performance.

<https://www.ahe.org/ahe-exchange-conference>

Benefits to myself – and our organization:

* Education and networking opportunities with peer-to-peer knowledge sharing
* Timely and innovative collaboration sessions from leading experts
* Hands-on demonstrations with the newest products and best practices
* Leadership training to help elevate environmental services within our organization

The approximate investment for my attendance is as follows:

|  |  |
| --- | --- |
| Travel Costs |  |
| Accommodations |  |
| Meals |  |
| Registration |  |
|  | **Total Cost to Attend:** |

**The registration deadline for AHE Exchange Conference is Friday, September 16.**

Thank you for your consideration.

Sincerely,

Signature