Dear [Manager Name],

I am writing to request your approval to attend **AVMA Convention 2024,** taking placeJune 21-25 in Austin, Texas. AVMA Convention brings together thousands of veterinarians from across the country for five days of education, hands-on training, and relationship building with the best and the brightest in veterinary medicine. This conference offers me an incredible opportunity to earn **more than 40 hours of CE credit** from hundreds of education sessions.

Beyond my own professional development, AVMA Convention is a great way for me to stay ahead of the curve on **cutting-edge research and best practices** that [Option A: we can implement at organization name/Option B: that can help enhance the level of care we provide at practice name]. I have already identified a number of educational tracks that are relevant to my role, including: [insert categories that apply to your organization or practice: companion animal medicine, food animal and equine, practice management, veterinary technology, and public and corporate practice].

The exhibit hall is another major benefit of the event. I’ll have access to hundreds ofexhibitors showcasing the latest medical supplies, animal products, exam and operating room equipment, and diagnostic technology and services. I’ll have the opportunity to meet with suppliers and explore new tools and techniques that can help solve some of our biggest challenges. In fact, I can focus on identifying the best [tools/suppliers/techniques] for [insert current program or project you are working on or that is a concern for your clinic; if you don’t have anything in mind, do not include this sentence]. You can see the list of current exhibitors [here](https://s1.goeshow.com/avma/annual/2024/exhibitor_exhibitor_list.cfm).

[If applicable, for recent graduates: The full conference registration fee is [$$$], but as a recent veterinary school graduate, AVMA offers one complimentary registration to be used any time within six years of graduation, so my registration has already been covered.]

The full conference registration fee is [$$$] and can be reduced to [$$$] if I register before [early-bird deadline]. [If applicable: Because I am an AVMA member, the fee is already reduced by $$$].

My total projected cost for attending AVMA Convention 2024 is [insert cost from worksheet].

Here is the breakdown:

Convention registration: [$$$]

Airfare: [$$$]

Hotel: [$$$ per night], [x nights] = [$$$]

Transportation/Parking: [$$$]

Meals: [$$$]

Miscellaneous: [$$$]

AVMA Convention is a valuable opportunity for me to enhance my own professional skills and contribute to the growth of our organization. I am confident that you will see my attendance as a worthwhile business investment. Please visit the conference website at [avma.org/Convention](https://www.avma.org/events/avma-convention) and don’t hesitate to call me if you have any questions or need additional information. Thank you for your consideration and I look forward to your reply.

Sincerely,

[Your Name]