Dear <Colleague, Board Member or Self>,

At the PATH Intl. Conference and Annual Meeting, EAAT professionals at all levels will be brought together to enhance their professional skills, knowledge and careers. I would like to attend this event Friday, November 8-Sunday, November 10 in Denver, Colorado to learn best practices and skill to provide high-quality services for each and every participant, staff members and volunteers.

By attending the conference I will gain valuable knowledge I will be able to implement as soon as I get back to the center. I’ll be able to select sessions that best inform and support our work while making connections with and learning from the experiences of other EAAT professionals at the conference.

The 2019 PATH Intl. Conference and Annual Meeting provides opportunities for me to:

* Attend sessions focused on the critical knowledge and skills I need to help us achieve our goals
* Connect with other EAAT professionals with whom I can exchange ideas, skills, resources and practices
* Earn ### CEUs

To meet my professional development goals, I am seeking approval for the registration fees, travel, lodging and food expenses during the conference. The detailed cost breakdown is below. <Insert your expense estimates here.>

Conference registration: $

Travel: $

Lodging: $

Food: $

Total estimated conference cost of: <Insert total cost here.>

My participation in the conference will complement our center’s objectives of continual professional development, and I plan to return with resources to share what I’ve learned with our center staff, volunteers and horses!

Thank you in advance for your consideration.

Sincerely,

<Your name>