Dear [Name of Supervisor],

I’m writing to discuss the opportunity for me to attend the ASCA 2020 Conference & Expo, being held May 13–16 in Orlando, FL. ASCA 2020, the annual conference of the national Ambulatory Surgery Center Association (ASCA), is the premier event for ASC professionals.

At ASCA 2020, I will be able to choose from more than 50 ASC-specific educational sessions to attend and earn a variety of continuing education credits, including nursing contact hours, Administrator Education Units (AEUs) for the CASC credential and Infection Prevention Contact Hours (IPCHs) for the CAIP credential. In particular, I believe the following sessions would be especially beneficial to me and to [name of ASC]:

* [name of session]
* [name of session]
* [name of session]
* [name of session]

Because ASCA 2020 is the ASC industry’s largest and most well-attended event of the year, I will have an abundance of opportunities to network with other ASC professionals from throughout the country. This year, ASCA has also collaborated with the Society for Ambulatory Anesthesia (SAMBA) to provide more anesthesia-related education at its annual conference. Additionally, I will be able to learn about hundreds of new products, services and technologies by visiting with more than 200 vendors in the Expo Hall.

At a total cost of about $X, I believe ASCA 2020 is an impactful and cost-effective investment in [name of ASC]’s continued success. Here is an approximate breakdown of the costs to attend the conference:

 Registration Fee: $X

 Hotel: $X

 Transportation: $X

 Incidentals: $X

 **Total: $X**

I believe that ASCA 2020 is a worthwhile experience that will greatly benefit [name of ASC]. After the conference, I will return home with valuable tools, strategies, advice and ideas we can immediately begin implementing.

Thank you for considering this proposal. Please let me know if you have questions or if there is any additional information I can provide.

Sincerely,

[Signature and name here]