To:

From:

Re: WVC course attendance, [Name of lab]

Dear [manager name],

I’m requesting approval to further my professional development by attending [name of lab], a hands-on lab presented by WVC taking place [dates] at Oquendo Center in Las Vegas. It offers the opportunity to earn [insert amount of CE credits] CE credits and learn the latest techniques through lectures, demonstrations, video case examples and guided practice.

It’s important to me that I add as much value to our team as possible and that our clinic remains competitive by staying up on the latest advancements and techniques in the industry. This course will provide me with actionable knowledge and up-to-date information on [topic], which will enable me to make more meaningful contributions and help ensure that [insert practice name] maintains its reputation of exceptional patient care.

Here are the top three reasons why I believe this is an excellent opportunity for both myself and [insert practice name]:

* **Practical knowledge.** Many attendees of the hands-on learning sessions at Oquendo Center have said that they left feeling confident and ready to perform the procedures and techniques they learned. I’ll bring useful new skills and experience back to [insert practice name].
* **Expert instruction**. WVC is presenting this course, and that organization is a trusted source of top-quality continuing education in the veterinary community. I know that leading experts in the [insert topic] field will provide me with accurate, up-to-date information at [insert course name].
* **[Insert topic] is relevant to our practice.** I selected this course because I feel that having more knowledge about [insert topic] will benefit me, our practice and our patients.

The cost of this course is [insert registration fee]. This includes transportation between Hampton Inn & Suites Las Vegas Airport and Oquendo Center. My total projected costs are [insert cost from worksheet]:

Registration: [$$$]

Estimated airfare: [$$$]

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

Transportation from airport to hotel and back: [$$$]

Mileage reimbursement: [$$$]

Parking: [$$$]

Food: [$$$]

Miscellaneous: [$$$]

I’m confident that you will find my participation in this training to be a wise business investment. I would like to share the knowledge I gain with relevant members of our team through a post-training report, which will include an executive summary, major takeaways, tips and recommendations based on what I gathered at the training.

Thank you for considering my request to attend this hands-on lab. Please don’t hesitate to contact me if you have any questions or need any additional information.

Sincerely,

[Your Name]  
  
[Attendee Expense Worksheet](https://info.wvc.org/hubfs/HOYROC-201819-Expense-Worksheet%20.xls)