To:

From:

Re: Destination CE Alaska attendance

Dear [manager name],

I’m writing to request approval to attend [Destination CE Alaska](https://www.wvc.org/destination-ce-2019/), a unique continuing education opportunity taking place August 5-11, 2019. This event offers 14 CE hours with courses focused on diagnostic imaging and orthopedic surgery. WVC’s Destination CE pairs practical, hands-on education sessions with a travel experience, so that participants not only gain valuable knowledge but also return feeling invigorated and ready to apply what they’ve learned to their practice.

Here are the top three reasons why I believe this opportunity is a good investment for our practice:

**High-quality education.**  WVC is presenting this event, and that organization is one of the most trusted sources of quality continuing education in the veterinary community. I know that leading experts will provide me with accurate, up-to-date information that I can share with our team.

**Topics relevant to [insert practice name]**. I’m asking to attend this particular CE opportunity because I believe that having more knowledge about how to best utilize diagnostic images, as well as the causes of and treatment options for orthopedic pain, will benefit our practice and our patients. The [insert session name] session seems especially relevant to our practice.

**I’ll return ready to apply what I’ve learned.** I’ll spend my days at this event learning from industry-leading instructors and return with enhanced practical knowledge of how to better serve our patients. By stepping outside the traditional classroom setting, Destination CE participants tend to return to their practices reenergized and ready to apply what they’ve learned.

Here’s an approximate breakdown of this investment:

Registration: $695

Estimated airfare: [$$$]

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

Transportation: [$$$]

Mileage reimbursement: [$$$]

Parking: [$$$]

Food: [$$$]

Miscellaneous: [$$$]

Total: [insert cost from worksheet]

I’m confident that you will find my participation in this training to be a wise 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 event.

Thank you for considering my request and 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/WVC%20DestCE%202019-Expense-Worksheet%20(1).xls)