<Insert Date>

Dear <Insert Boss’s Name>:

Please consider sending me to the Florida Institute of CPAs’ (FICPA) Health Care Industry Conference in Orlando, Fla., on April 20–21, 2017.

*Or*

*Please consider letting me attend the online FICPA Health Care Industry Conference on April 20–21, 2017.*

With the implementation of the new standard for not-for-profits, post-election implications and revenue recognition, this conference focuses on several issues that are relevant to my job and provides the opportunity to grow and keep up with the trends.

The conference features a very interesting keynote speaker, Robert E. Anderson Jr. from Navigant Consulting, Inc., who is going to discuss the modern-day cybercrime threats, from other countries, criminal organizations and emerging trends. Mr. Anderson currently is the managing director for a private consulting group, but was formerly a national security executive with the FBI.

This conference also offers specific breakout sessions that are relevant to my job and would further my expertise for the company. Some examples of these sessions are:

* <insert breakout sessions>

Additionally, the conference offers a sponsor/vendor reception where I would have the opportunity to network with financial leaders in Florida’s health care industry and gain valuable insight, one-on-one, with trends and issues impacting our business.

The conference qualifies for up to 17 CPE credit hours and is currently running an early-bird special of $550 FICPA Member / $800 Non-Member if I am able to register before March 22, 2017. After March 22, the rate goes up to $605 FICPA Member / $855 Non-Member.

The estimated costs for this conference would be:

Conference Fee: $550 FICPA Member / $800 Non-Member

Airfare: <if applicable>  
  
Transportation to and from Hotel: <if applicable>  
  
Hotel: $159 Single/Double Occupancy; $15 per additional person per night (cutoff date: Friday, March 31)  
  
Meals: Estimated $50/day  
  
Total : <calculate total>

Lastly, if you are agreeable, there is a pre-conference Ethics session available the afternoon of April 19, which would allow me to secure the 4 CPE hours needed for my license.

Please visit the conference Web site to view additional information – [www.ficpa.org/HCC](http://www.ficpa.org/HCC).

I feel that this conference is well worth the investment to the company to enhance my credentials to better serve our clients. This conference will allow me to learn more about new and updated health care regulations, the opportunity to meet with vendors, and add valuable knowledge specific to our industry. If you have any questions or would like to discuss, please let me know.

Thank you,

<Insert Name>