Dear [Decision Maker Name],

I’m writing to request your approval to attend AOTA INSPIRE | 2024 Annual Conference & Expo—the largest gathering of occupational therapy professionals in the world.

The event is **March 21 to March 23** in Orlando. I’ll have the opportunity to connect with speakers and colleagues through dynamic professional education sessions, gain knowledge that directly advances my professional development, and be inspired by resources that magnify my impact in the community and with my clients.

AOTA INSPIRE 2024 will provide me with the opportunity to hear from leaders in the profession about evidence-based knowledge and the latest practice-based research that I need to gain new skills that will help me to continue to improve the lives of my clients.

Here’s the cost breakdown of sending me to AOTA INSPIRE 2024

* Registration: $
* Airfare: $
* Hotel: $
* Meals: $

Total costs: $  
  
After the event, I will submit a post-conference report that summarizes the major concepts and action items, and I will share the presentation materials.

Thank you for your consideration.

Sincerely,

[Your Name]