**Subject:** Justification for Attending AOTA INSPIRE | 2025 Annual Conference & Expo

Dear [Supervisor's Name],

I am writing to request approval to attend AOTA INSPIRE | 2025 Annual Conference & Expo, the world’s largest gathering of occupational therapy practitioners and students, taking place April 3–5, 2025, in Philadelphia. This event provides unparalleled professional development, networking opportunities, and exposure to the latest practice trends and research.

**Key Benefits of Attending:**

1. **Professional Growth:** AOTA INSPIRE 2025 offers diverse sessions tailored to our profession, featuring expert-led discussions on evidence-based research, best practices, and innovative techniques that align with our organizational goals.
2. **Networking Opportunities:** The conference facilitates meaningful connections with thousands of practitioners, educators, and thought leaders. These interactions can spark collaborations and provide fresh perspectives that can directly benefit our team.
3. **Practical Application:** Sessions focus on actionable strategies that I can implement immediately, ensuring that my attendance provides a measurable return on investment.
4. **Aligning with Organizational Objectives:** Insights from the event will directly contribute to [specific goal/project related to your team].

**Cost Considerations:**

* **Registration Fee:** [Insert cost]
* **Travel and Accommodation:** [Estimate]
* **Total Estimated Expense:** [Insert total]

By investing in my attendance, I will bring back valuable knowledge and resources to share with our team, multiplying the impact of this opportunity. A post-conference debrief can ensure that the entire team benefits from what I learn.

Thank you for considering this request. I believe participating in AOTA INSPIRE 2025 will not only enhance my professional expertise but also contribute significantly to our organizational success.

Sincerely,  
[Your Name]