Dear [Supervisor First Name],

I am requesting your approval to attend the [AHIMA*24* Conference](https://conference.ahima.org/) organized by the American Health Information Management Association® (AHIMA®). The event is scheduled to take place from October 27–29, 2024 at the Salt Palace Convention Center in Salt Lake City, Utah.

As you are aware, my role as a [Your Job Title] at [Company/Organization Name] requires me to stay up-to-date with the latest developments, best practices, and industry trends in health information management. AHIMA*24* Conference is the only meeting designed specifically for health information professionals by health information professionals. The diverse session topics are tailored specifically to health information professionals and provide the latest industry trends in the following areas:

* [Workforce Strategies](https://conference.ahima.org/impact-areas/workforce-strategies/)
* [Information Sharing](https://conference.ahima.org/impact-areas/information-sharing/)
* [Data Utilization](https://conference.ahima.org/impact-areas/data-utilization/)
* [Operational Outcomes](https://conference.ahima.org/impact-areas/operational-outcomes/)

In addition, I will gain valuable continuing education credits (CEUs) towards maintaining my professional certification(s). Nursing Contact Hours are also available. The knowledge and skills gained through on-going certification maintenance directly translate to increased efficiency and revenue, reduced compliance risks, and enhanced patient care at our organization.

In summary, attending AHIMA24 Conference will provide actionable insights and best practice learnings that I can’t get anywhere else. As an AHIMA*24* conference-goer, I will get the latest industry updates from HI experts and educational sessions that will expand my knowledgebase and enhance my professional skills, which I will share with colleagues, benefitting our department and our organization.

Thank you for your consideration of this request. I believe that attending this conference would be an excellent opportunity for me to grow professionally and benefit our organization.

Sincerely,

[Your Name]