To:

From:

Re: Request to Attend the 2019 Housing Professionals Annual Conference

This letter requests your approval to attend the 2019 LeadingAge New York Housing Professionals Annual Conference from April 16-18 in Syracuse. This will allow me to hear talks by industry renowned speakers, have my questions answered by Housing and Urban Development (HUD) and property management experts, come up to speed on best practices and the latest changes in regulatory and compliance requirements and network with peers.

As one of the most affordable housing conferences today, the [$ ] registration fee includes:

* Access to all of the valuable sessions presented by nationally acclaimed speakers
* Access to online session materials
* Time with exhibitors displaying products and services beneficial to our organization and my role
* [adjust to reflect meals included: Breakfast, lunch and snack breaks]

In addition to the affordable registration fee, LeadingAge New York has negotiated a discounted hotel room rate of $103/night at the official conference hotel. This special rate expires March 18, 2019.

My goal is to return from the Housing Professionals Conference with a list of ideas that I can share and begin to immediately put into practice. At this conference I will:

* [  ] Listen to a New York State housing official discuss the vision for senior housing in the future
* [  ] Improve my ability to meet HUD compliance requirements by hearing about the expected changes for 2019
* [  ] Enhance my knowledge regarding communication techniques and interaction strategy to resolve conflict
* [  ] Hear about important HUD Real Estate Assessment Center (REAC) changes and updates
* [  ] Discuss resolution options of everyday ethical challenges in senior housing
* [  ] Learn about a particular housing model as a platform for services

**Here’s an approximate breakdown of costs:**

Hotel (X nights at $103) [your cost here]

Breakfast, Lunch and Snacks Included

Networking Included

Registration Fee [$ ]

Transportation [your cost here]

Total: **$[Enter Total]**

I know the LeadingAge New York Housing Professionals Annual Conference will deliver incredible value, inspire me with new ideas and provide concrete examples of how to take my job to the next level. It will also help me enhance my network of peers and give me a first look at upcoming regulations.

Thank you for considering this request.I look forward to your reply.

Regards,

[XXXXXXX]