[Copy and paste on to your company letterhead]

To: [Manager name]

From: [Your name]

Re: American Society of Safety Professionals Education Event: SafetyFOCUS

I am requesting approval to attend the American Society of Safety Professionals (ASSP) Education Event SafetyFOCUS. This virtual event focuses exclusively on the professional development needs in the occupational safety and health industry.

SafetyFOCUS features immersive safety course offerings taught by industry experts and engages learners in the most relevant topics affecting safety today. I will also be able to earn IACET-accredited continuing education units (CEUs) to help support my safety certifications. This one-of-a-kind event is exactly what I need to further my knowledge in Occupational Health and Safety and bring new and innovative solutions back to my team at [name of Company].

My attendance will be a cost-effective investment for the company and an invaluable experience as a safety professional. I’ve attached the following documentation to lay out my intended learning pathway and estimated expenses:

• Event Agenda with sessions descriptions

• Expense worksheet

My goal is to constantly grow as an individual and I strive to become a more proficient and effective safety professional. I hope you agree that my professional development and increased safety knowledge is a worthwhile investment to our organization. More information about SafetyFOCUS can be found at www.SafetyFOCUS.assp.org. Additionally, if we send a team of 5 or more, we can take advantage of discounted group rates. The sooner we register, the better the savings!

Thank you for your consideration,

(*insert name here*)