Hello [Name],

I am writing to request your approval to attend Exxat's Cohere user conference from September 24 - 26, 2025, in Atlanta, GA. As we continue to prioritize professional development, I believe attending this conference will be a valuable investment for both me and our program.

Exxat's Cohere conference is an excellent opportunity for professionals in the clinical and experiential education industry to network and share ideas. The event will bring together deans, directors, administrators, and leaders from academic institutions and clinical sites across the country. These sites include institutions that are actively using the Exxat One platform. This gives attendees the chance to network with their counterparts in the same profession. We will have attendees from sites and hospitals in the same room to talk with us about the ecosystem challenges, best practices, and more.

At Cohere 2025, I will have access to a variety of sessions led by industry experts, educators, site leaders, and Exxat solution specialists. These sessions will provide insight into industry trends, latest product developments, and best practices for optimizing our use of Exxat's platform. Additionally, the conference will offer opportunities for me to network and connect with peers, share ideas, and gain new perspectives in the field of education management.

Here are my top three priorities for attending Exxat's Cohere conference:

* Connect with clinical educators and site professionals to share best practices and learn from their experiences.
* Gain a deeper understanding of how to leverage Exxat's platform.
* Discover innovative approaches to health sciences education.

I have estimated the cost to attend Cohere 2025 as follows:

* Airfare: $
* Transportation: $
* Hotel: $
* Meals: $ (Note that the conference provides breakfast, lunch, and snacks on both days of the event.)
* Conference early bird registration: $549
* Approximate total: $

I am requesting approval now so we can take advantage of the Exxat's early bird pricing, which ends on July 18th.

Following the conference, I plan to share my significant takeaways, tips for using Exxat’s platform, and recommended actions. Additionally, I will share relevant information with key colleagues to ensure that our team benefits from my attendance.

Thank you for considering my request. I look forward to your response.

Best,

[Your Name]