Hello [Name],

I am writing to request your approval to attend Exxat's Cohere user conference on October 5-6, 2023, at the Marriott Waterfront in Baltimore, MD. As we continue to prioritize our professional development, I believe that attending this conference will be a valuable investment for me and our clinical education program.

Exxat's Cohere conference is an excellent opportunity for professionals in the healthcare education industry to network and share ideas. The event will bring together clinical directors, administrators, and leaders from academic institutions and clinical sites across the country. The conference will provide an engaging and informative experience over the course of two days, filled with educational sessions and roundtables with industry experts.

By attending Cohere, I will have access to a variety of sessions led by Exxat solution experts, educators, and administrators from clinical sites. These sessions will provide insight into the latest product developments, industry trends, 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 on healthcare education.

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

* Connect with clinical educators and professionals from sites 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 2023 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: $699
* Approximate total: $

I am requesting approval now so we can take advantage of the Exxat's early bird pricing, which ends on Sunday July 9th.

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]