

Hello [Name],

I'm writing to request approval to attend Exxat's Cohere 2025 user conference, taking place September 24–26, 2025, in Atlanta, GA. As we continue to prioritize operational efficiency, workforce development, and academic partnerships, I believe this event will be a valuable investment for our organization.

Cohere brings together clinical sites and academic institutions from across the country, all of whom are active users of the Exxat platform. This multidisciplinary event is uniquely designed to support programs across rehab, allied health, nursing, and other health professions, making it especially relevant to the work we do.

One of the major highlights of the conference is the opportunity to connect directly with our academic partners, both long-standing and new. Whether we're strengthening existing relationships or exploring new placement opportunities, this face-to-face engagement helps us align processes, improve communication, and expand our impact on clinical education.

As a site partner, I'll also benefit from sessions led by Exxat solution specialists, product experts, and peer organizations, offering hands-on guidance and actionable strategies for improving how we manage student placements, onboarding, and compliance through Exxat One.

My top priorities for attending include:

- Building stronger relationships with our academic partners and exploring new opportunities for student placements
- Deepening my understanding of Exxat One's tools for availability management, onboarding, and documentation tracking
- Bringing back strategies to enhance our clinical education operations and align them with long-term workforce planning

Estimated cost to attend:

- Airfare: \$
- Transportation: \$
- Hotel: \$
- Meals: \$ (Breakfast, lunch, and snacks are included during the conference as well as dinner the first night)
- Conference registration:
- Total estimate: \$

Following the event, I plan to share key takeaways with our team, including best practices in clinical education, updates on Exxat One features, and new ideas for engaging with our academic partners.

Thank you for considering this request. I'm confident that attending Cohere 2025 will provide value not just for me, but for our entire clinical education program.

Best regards,

[Your Name]