<Insert date>

<Insert your name>

<Insert your address>

<Insert your phone/e-mail>

Dear <Insert manager’s name>:

I would like to attend the **2024 ASRT Radiation Therapy Conference**, taking place Sept. 29-Oct. 1 in Washington, D.C. The information I will learn at the conference will help enhance my skills and bring value to our organization.

The conference offers more than 50 educational courses and workshops covering topics that are relevant for my work as a <Insert your title or work description>. The courses I would like to attend include <Insert names of courses you want to attend>. I believe these specific courses will help me perform at my best.

By attending the conference, I will:

* Gain insights from top-notch presenters who will provide first-hand knowledge of the latest methods and techniques.
* Meet with experts and colleagues from across the country to learn from their successes and best practices.
* Share the valuable information I learn with my colleagues to keep us up to date with the latest trends and help us be more efficient and effective.
* Earn up to 14 continuing education credits.

This conference is presented by the American Society of Radiologic Technologists, the leading membership association for medical imaging and radiation therapy professionals. The registration fee is only <Select $489 for members OR $614 for nonmembers> if I register by Aug. 16.

Additional costs include airfare, hotel, transportation and meals, which I have estimated to be $<Insert estimate>. My total cost to attend would be approximately $<Insert estimate plus registration cost>.

The ASRT Radiation Therapy Conference is a great opportunity to learn from radiation oncology experts, earn continuing education credit and make connections with peers. If you have questions about the conference or my proposal, please let me know. You can find more information about the conference at [**www.asrt.org/rtc**](http://www.asrt.org/rtc).

Thank you for considering my request. I hope you will support my attendance.

Sincerely,

<Insert your name>