

To:

From:

Subject: Attending Safety in Action 2018

Dear [insert name],

I am seeking your approval to attend Safety in Action 2018, the only safety event in the world designed for employee teams and their leaders. The conference takes place March 15-16, 2018, in Orlando.

Here are the reasons I think it would be great for me [and my team] and for our organization:

- **It's a unique learning opportunity** – Safety in Action is the only event in the world where employees from every level gather to address the top issues affecting safety today, like behavior-based safety, serious injury and fatality prevention, and team and employee engagement.
- **It's practical** – Engaging breakout sessions and workshops focus on real-world applications of the latest safety thinking that is critical to my job [and the jobs of my team members].
- **It generates ideas for action** – Interacting with peers from other organizations will give me the chance to share lessons learned and solutions to challenges [my team and] I face in [our/my] own work.
- **I'll learn from the pros** – Expert presenters bring a range of disciplines and backgrounds, offering a diverse conference experience that will strengthen my performance [and my team's performance].
- **Networking** – Meeting likeminded professions will give me [and my team] access to a wealth of resources that will serve the company now and well into the future.

Here is a breakdown of what it will cost for me [and my team] to attend Safety In Action 2018:

Airfare:	\$---
Hotel:	\$---
Conference:	\$---
Total:	\$---

I believe Safety in Action will be a meaningful and rewarding investment that is sure to give me [and my team] the tools to make the workplace safer, improve performance and engagement, and strengthen the company culture.

You can learn more about the conference at safetyinaction.com.

Thank you for considering my request to attend this important event.

Sincerely,