

To:

From:

Subject: Attending Safety in Action 2017

Dear [insert name],

I am seeking your approval to attend Safety in Action 2017, the only safety event in the world designed for employee teams and their leaders. The conference takes place March 16-17, 2017, in Chicago.

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 2017:

Airfare:	\$---
Hotel:	\$---
Conference:	\$---
<b>Total:</b>	<b>\$---</b>

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/us2017](http://safetyinaction.com/us2017).

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

Sincerely,