Possible Subject Lines:

* ***Request for Approval: ACHE 2025 Congress Attendance–A Key Opportunity for Professional and Organizational Growth***
* ***Seeking Your Approval to Attend ACHE 2025 Congress to Enhance My Skills & Development***

[INSERT SUPERVISOR NAME],

I’m seeking your approval to attend [ACHE 2025 Congress](https://congress.ache.org/), from Monday, March 24–Thursday, March 27, in Houston.

As you may know, Congress is one of the most important learning and development opportunities of the year for healthcare leaders. It’s where thousands of professionals gather for networking, learning and development and seeking solutions to big challenges specific to our industry.

Here’s how attending Congress can benefit both my professional growth and our organization:

**Innovation and Insights**: Our field requires us to stay up to date on the latest trends. Congress showcases an impressive list of special educational sessions for continued learning and development. Last year, their lineup boasted more than 210 sessions, each tailored to several career levels, which means Congress has something for everyone. (These sessions also qualify for valuable continuing education credits towards my career advancement.)

**Learning From Leaders**: Each year, the conference hosts hundreds of CEOs, thought leaders and trailblazers within the healthcare field to share challenges, inspire change and drive innovation. This year’s headliner is bestselling author, doctor and researcher, [Brené Brown](https://congress.ache.org/fsPopup.asp?Mode=presenterInfo&HPRID=2487179). Personally, I’m most looking forward to hearing from [INSERT SPEAKER NAME] on [INSERT SESSION NAME].

**Next-Level Networking:** Congress attracts thousands of healthcare professionals from around the world and across the healthcare continuum—from finance and operations to management and delivery of care. I would love the chance to connect with other attendees to collaborate, share challenges and gain valuable insight via several dedicated networking opportunities at the event.

I firmly believe that attending Congress will significantly benefit both myself and our organization. The conference offers in-depth educational sessions, emerging best practices and new strategies in healthcare leadership that directly impacts our work. By attending, I’ll learn from leading experts and other colleagues to bring back fresh ideas, resources and solutions.

My projected costs for attending are [INSERT ESTIMATED COST]. This includes registration, transportation, lodging, events and meals. (ACHE also offers discounts for groups and early registrants.) I’m also prepared to provide you with an itinerary of sessions I plan to attend.

If you want to learn more, [this video](https://vimeo.com/1029790948) can help give you an idea of the Congress experience.

Thank you for your consideration,

[INSERT YOUR NAME]