

[Date]

Dear **[Your Supervisor's Name]**:

To help provide **[Your Facility]** and our clients with the most current professional knowledge and skills in speech-language pathology, I would like to attend the 2009 American Speech-Language-Hearing Association's Convention, November 19-21 in New Orleans.

The Convention program offers more than 1,800 educational and research sessions. A program book will be given to all registrants and speaker handouts will be available online for all meeting registrants, which can be shared after the event with my colleagues who did not attend the Convention.

The following are some of the sessions that would be of particular relevance:

[List sessions that will provide the greatest benefit to your facility. Sessions will be available on My Planner in late June at www.asha.org/asha09.]

ASHA is offering a special reduced early registration fee for members from June 15 until August 3. **[List transportation costs, registration fee, meals, and the price per night of the hotel room.]**

Attending the ASHA 2009 Convention will enhance my professional knowledge and skills, which will enable me to provide better care for my clients. I will be able to pass on much of what I learn to my colleagues.

Thank for your considering this request.

Sincerely,

[Your Name]