[Date]

Dear [supervisor’s name]:

I would like your approval to attend the [2022 NACCHO360 Conference](http://www.naccho360.org/), taking place July 19 to July 22, 2022. This hybrid event will be held virtually, as well as in-person in Atlanta at the Hyatt Regency. The NACCHO360 conference encourages cross-pollination by bridging traditional public health practices and disciplines, with health informatics, information technology, and surveillance. NACCHO360 boasts an interactive sharing and learning setting for local health department staff, partners, funders, and individuals interested in local public health, to examine strategies, share ideas, and plan actions for sustaining or reinventing their organizations, including how to build their organizational culture for the future.

Attendees will learn practical tools, strategies, and concepts that demonstrate the latest effective methods to confront the ongoing public health challenges facing our local health departments today. This year’s conference includes more than 100 sharing sessions, live plenaries, town halls, and workshops featuring discussions involving the principles of Public Health 3.0; networking opportunities; and an exhibit hall featuring exhibitors showcasing services and products tailored for public health professionals and their agencies.

[NACCHO360](http://www.naccho360.org/) will help me to bring timely and relevant scientific information back to my day-to-day work. The conference theme, “Looking to the Future: Reshaping the Public Health System” will explore how the local public health workforce and its stakeholders can move forward in the midst of an ongoing crisis to employ traditional and innovative approaches to restructure a system built to protect the health of communities nationwide. As an attendee, I learn directly from experts in the field and expand my professional network. I will also have on-demand access to the sessions throughout 2022.

I plan to achieve the following objectives:

* [Insert your first objective here.]
* [Insert your second objective here.]
* [Insert your third objective here.]

I have identified a number of learning sessions and workshops I’d like to attend and have listed these on an attached worksheet. I’d be glad to review the scheduled sessions with you to determine those that would provide the greatest benefit for our agency.

The [in-person or virtual] conference registration fee is <$xxx>

[If attending in-person] The total costs for me to participate in NACCHO360, including the conference fee, housing, and transportation is: <$xxx>

Again, I believe the knowledge and professional contacts I would gain at [NACCHO360](http://www.naccho360.org/) would be invaluable to our organization and would help us strengthen our work.

Sincerely,

[Your Name]