**Request for support to attend the CDHA National Conference**

Request Letter

Month, day, year

Dear [YOUR EMPLOYER’S NAME]**,**

As part of my ongoing professional development and education as a Registered Dental Hygienist at [DENTAL OFFICE NAME], I would like to request your support to attend the **upcoming 2024 national conference hosted by Canadian Dental Hygienists Association (CDHA) in Niagara Falls, Ontario from October 17 to 19, 2024**. Specifically, I am requesting support with the registration fee and/or travel expenses and have outlined the costs below.

After reviewing the conference program, I have highlighted the educational sessions that will help me grow as a professional, improve my practice, bring new information into the office, and initiative positive change. The conference will also be a great opportunity to network with dental industry representatives, oral health experts, and dental hygienists from across Canada, and to learn about the newest oral health products and technologies that may be of value to our office.

I am confident that you recognize the value of professional development and our personal commitment to ongoing education.

* Registration fee: CDHA member early bird fee is **[insert fee].** After September 11, the regular fee is **[insert fee]**
* Economy airfare: **[insert estimated airfare for round trip]**
* Host hotel accommodation (discounted for attendees): **[insert room rate x # nights] = [insert total]**
* Transportation (mileage, parking): **[insert estimated ground transportation for round trip]**
* Meals: **[insert estimated meal expenses**
* Other: **[if applicable]**
* **ESTIMATED TOTAL\*: [insert total cost]**

I look forward to sharing my knowledge and insight with the team and am happy to prepare a detailed report for circulation upon my return. I will also bring back product samples and promotional material from the exhibit hall for the team.

Here is the conference website if you would like a closer look at the program: [www.cdha.ca/conference](http://www.cdha.ca/conference). If you have any questions that I can answer, please let me know. Thank you in advance for your consideration and for investing in my continued professional development.

Best,

**[YOUR NAME]**

**[YOUR SIGNATURE]**