

[Date]

Dear [Supervisor’s name]:

I would like your approval to attend [NACCHO360 2024](https://www.naccho360.org/home), taking place July 23-26, 2024. This conference will be held at the Huntington Place Convention Center in Detroit, Michigan. The NACCHO 360 conference encourages cross-pollination by bridging traditional public health practices and disciplines with health informatics, information technology, and surveillance. NACCHO 360 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; networking opportunities; and an exhibit hall featuring exhibitors showcasing services and products tailored for public health professionals and their agencies.

NACCHO 360 will help me to bring timely and relevant scientific information back to my day-to-day work. The conference theme is, “Heard it Through the Grapevine: Public Health Partnerships, Collaboration, and Innovation.” As an attendee, I will learn directly from experts in the field and expand my professional network. I will also have on-demand access to sessions after the conference.

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 livestream] conference registration fee is <$xxx> [if I register by January 31].

[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 would be invaluable to our organization and would help us strengthen our work.

Sincerely,

[Your Name]