A group of tall buildings

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To:

From:

Subject: ANFP Annual Conference & Expo Registration Request

Dear [Insert Supervisor Name],

I am requesting approval to attend the ANFP Annual Conference & Expo (ACE), taking place June 15-18, 2020 in Las Vegas, NV. This four-day event is a celebration of ANFPs 60th anniversary and includes education sessions, a three-hour expo with the industry’s most relevant vendors, and various networking events, all intended to help foodservice professionals achieve success in their workplace.

The ANFP Annual Conference is the premier conference for learning the latest foodservice trends from some of the industry’s top experts. The 2020 agenda includes more than 15 education sessions on topics including food safety & sanitation, management skills, ethics, chef demos, emergency planning, budgeting, IDDSI, and much more. I am particularly interested in the following education topics: [education session title], [education session title], and [education session title]. I will receive up to 20 hours of continuing education credits for attending ACE, towards maintenance of my CDM, CFPP credential.

Attending this conference will include registration fees plus travel and hotel expenses. Since ANFP is celebrating its 60th anniversary, registration to this event is discounted by $200 for the first 200 registrants. This would reduce the registration fee to $195 (normally $395). The conference hotel has a discounted rate of $89/night, which is available until Monday, May 22, 2020.

I would love the opportunity to bring back the ideas and knowledge I gained from ACE to enhance our operations, and will provide you with a post-conference summary that we could discuss.

You can learn more about the ANFP Annual Conference at [www.anfponline.org/ace20](http://www.anfponline.org/ace20).

Thank you for considering this request.

Sincerely,