Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

ESO Training Academy is ESO’s training-focused conference happening February 24-25, 2020 in Austin, TX. The conference offers two days of hands-on product training sessions taught by highly experienced field trainers. I want to request approval to attend, as I believe it will enhance my education and improve my ability to better serve our community.

ESO Training Academy provides access to the best training on all ESO products and networking opportunities. If I attend, I’ll receive the following:

• Two days of hands-on training sessions for all ESO products

• Networking opportunities with peers who are using data to drive a better standard of care across healthcare and public safety

• Face-to-face interactions with the ESO team from every department of the company, from the executive level to support.

While in attendance, I will focus my learning on education that will benefit our service. Specifically, I plan to participate in the following sessions/workshops:

1 –

2 –

3 –

4 –

5 –

In addition to the benefits above, I’ll be able to share all of the information and training gained with you and other members of the team.

The registration cost to attend the 2-day core conference program is $799. If I register before November 1, 2019, I will save $100 off registration.

Thank you for considering my request to attend the ESO Training Academy, and I look forward to your reply.

Best Regards,

[Insert signature]