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

Wave 2020 featuring ESO Training Academy is the leading EMS, fire, and hospital industry conference happening February 24-27, 2020 in Austin, TX. The conference offers two days of hands-on product training sessions and two days of best practices, industry insights, thought leadership, and data management sessions taught by leading industry experts such as Dr. Brent Myers, Dr. Eric Beck, and others. I want to request approval to attend, as I believe it will enhance my education and improve my ability to best serve our community.

Wave 2020 featuring ESO Training Academy provides access to the best product training, industry practices, and networking opportunities. If I attend, I’ll receive the following:

* Two days of hands-on training sessions of all ESO products
* Two days of in-depth, industry-focused sessions with topics to choose from across nine healthcare and public safety tracks
* 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 tracks/sessions:

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 4-day conference program is $999. If I register before November 1, 2019, I will save $150 off registration.

Thank you for considering my request to attend Wave 2020 featuring ESO Training Academy, and I look forward to your reply.

Best Regards,

[Insert signature]