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

ESO’s Wave featuring ESO Training Academy is coming up on April 11–14, 2023 in Austin, Texas. The conference offers two days of hands-on product training sessions taught by highly experienced healthcare professionals, and two days of industry leaders sharing their insights and clinical and data best practices. The conference will also offer at least 12 nursing and 16 registry continuing education hours, which meets our hospital’s annual accreditation requirements for designation as a {trauma, stroke, burn, cardiac, pediatric, neuro} specialty.

**I’m writing to request approval to attend Wave 2023 featuring ESO Training Academy, as I believe it will enhance my education and improve my ability to better serve our organization and community.**

I recognize that our department has been challenged recently with {insert staffing and resource allocation, compliance, quality and process improvement, accreditation, designation, EMS satisfaction}, and I know learning more about available solutions and industry best practices is important for future success, measurable impact, and cost savings for our {facility/system}. The knowledge I will receive from Wave and Training Academy prepares me to train our organization on how to use ESO software to improve the quality of patient care.

**Conference Ticket Pricing**

|  |  |  |
| --- | --- | --- |
| **ESO Training Academy + Wave 2023**  Early Bird Pricing  ~~$1,249~~  **$1,099**  **Early bird pricing is available until December 31, 2022.** | **ESO Training Academy Only**  Early Bird Pricing  ~~$999~~  **$899**  **Early bird pricing is available until December 31, 2022.** | **Wave 2023 Only**  Early Bird Pricing  ~~$599~~  **$499**  **Early bird pricing is available until December 31, 2022.** |

In addition to the benefits above, I’ll be able to share all the information and training gained with you and other staff. By supporting my attendance of Wave 2023, our organization can expect to see a return on their investment and meet all education, designation, and verification requirements.

Thank you for seeing the importance of my request to attend this event, and I look forward to your reply.

Best Regards,

{*My signature*}