March 4, 2025

Dear [Recipient Name],

I am interested in attending the [APHSA National Human Services Summit (Summit)](https://aphsa.org/events/aphsa-national-summit/), held at the Philadelphia Marriott Downtown in Philadelphia, PA, from June 1 to 4, 2025. This [American Public Human Services Association (APHSA)](https://aphsa.org/) education summit presents a valuable opportunity for our department and agency, as it closely aligns with our priorities.

The knowledge and networking opportunities will greatly benefit our team’s ongoing projects and initiatives, making this summit a worthwhile investment. Participating provides a unique opportunity to stay ahead of the curve in human services training and development.

By attending Summit 2025, I will gain the following benefits:

1. *Collect Valuable Insights:* The summit topics relate to our current goals. Attending will help me discover innovations, trends, and resources that support our priorities.
2. *Knowledge Transfer:* I will learn about the latest best practices that can improve our training processes and outcomes for our stakeholders.
3. *Networking Opportunities*: Engaging with peers and industry-leading experts will create chances for collaboration and partnerships that strengthen our agency’s impact.
4. *Skills Development:* Workshops on the latest regulatory changes impacting our workforce, hands-on learning, fostering professional growth, and enhancing our collective capabilities.

*KEY DATES FOR Summit 2025:*

|  |  |
| --- | --- |
| Early Registration Savings Ends | Wednesday, May 14, 2025 |
| Hotel Room Block Closes | Wednesday, May 14, 2025 |
| *NOTE: APHSA experiences sold-out hotel block reservations for their events.We are encouraged to make our reservations as early as possible.* |
| 2025 Summit in PA | June 1-4, 2025 |

I am seeking approval for the expenditures necessary to attend this event. The summit registration fee includes at least two meals and light networking receptions at the event. It also provides access to ongoing webinars, informative articles in APHSA’s *Policy & Practice* magazine, and a wide range of workforce development resources! Below is an estimated list:

|  |  |
| --- | --- |
| *EXPENSE ITEM* | *ESTIMATED COST* |
| [Summit Registration Fee](https://aphsa.org/events/aphsa-national-summit/#registration) | $[amount] |
| Airfare (Round Trip) | $[amount] |
| [Hotel Accommodations](https://aphsa.org/events/aphsa-national-summit/#hoteltravel)\* | $[amount per night] x [number of nights] |
| Meals | $[amount per day] x [number of days] |
| Ground Transportation / Mileage | $[amount] |
| Per Diem | $[amount] |
| Other | $[amount] |
| Total Estimated Expenses | $[total cost] |

\* APHSA has implemented safety measures to ensure the well-being of attendees, including encouraging vaccinations and making masking optional.

I am confident that the knowledge and skills gained from this summit will far outweigh the estimated expenses. I believe that this investment will translate into tangible benefits for our agency and the communities we serve. I will return engaged, energized, and enthusiastic about implementing all the exciting learnings I have taken over the content-packed days!

Thank you for considering my request. I welcome the opportunity to discuss the event's particulars and provide any additional information you may need.

Best regards,

[Your Name]

[Your Position]

[Your Department/Agency]

[Your Phone Number]