*[Potentially insert logo or banner image]*

To:

From:

Subject: ANFP [State Chapter] Meeting Registration Request

Dear [Insert Supervisor Name],

I am requesting approval to attend the ANFP State Chapter Meeting, taking place Dates, in Location. This two-day event includes education sessions, an 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 State Chapter Meeting provides opportunities for learning the latest foodservice trends from some of the industry’s top experts. The agenda includes more ten education sessions on topics including food safety & sanitation, leadership, survey readiness, risk management, and 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 X hours of continuing education credits for attending the Chapter Meeting, which will aid me in meeting my CDM, CFPP maintenance requirements.

Attending this conference will include registration fees plus travel and hotel expenses. If I register before September 8, I can take advantage of the $50.00 priority registration discount, which is just $179.00. The conference hotel has a discounted rate of $169.00/night, which is available until September 8, 2023.

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

You can learn more about the Chapter Meeting at [Link if available].

Thank you for considering this request.

Sincerely,