Dear [Supervisors Name],

In order to assist the agency’s efforts towards increasing profits, retaining caregivers, complying with wage-and-hour regulations and improving client care., I would like to attend the 23rd Annual Private Duty National Conference & Expo, on November 9-11 in Las Vegas, Nevada.

This conference and expo will provide me with the opportunity to learn from owners, administrators, marketing directors, consultants, attorneys and other industry-experts with proven track records as they discuss their successes and lessons learned. I’ll also leave with specific guidance and strategies to grow and overcome industry challenges. For your consideration, you can view the full agenda [here.](http://www.decisionhealth.com/privateduty/index.html)

The 23rd Annual Private Duty National Conference & Expo is hosted by DecisionHealth, an industry leader in providing strategies, insights, and tools that private duty executives have depended on to help manage and grow their business.

**Conference Details:**

* **What:** 23rd Annual Private Duty National Conference & Expo
* **When:** November 9-11, 2020
* **Where:** Paris Hotel & Casino Las Vegas, Nevada
  + Special Room Rates: $149 (+$30 daily resort fee)
  + Hotel Cut-Off: Sunday, October 18, 2020
* **Cost of Registration:**
  + All-Access Pass (Our Best Value – Save $249): $1,349\*
  + Main Conference Only (Save $100): $899\*
  + Preconference: $599
* **Approximate Cost of Travel:** [Provide here]

*\*Early bird pricing valid through September 3, 2020*

**Key Takeaways Include How To:**

* Compete in a crowded non-medical home care market
* Motivate staff, improve retention and promote growth
* Recruit and retain caregivers, increase your client base
* Use national benchmark trends to drive your agency’s growth strategy
* Stay ahead of wage-and-hour, legal issues
* Attract new clients with creative sales and marketing tactics

I would appreciate your approval to attend at your earliest convenience so I can register to take advantage of discounted pricing and reserve my seat before the conference reaches capacity.

Thank you for your consideration.

Sincerely,

[Your Name]