

[Your Name]
[Your Position]
[Your Organization]
[Date]

Dear [Supervisor Name],

The world's largest event dedicated to emergency medical services—**EMS World Expo**—is coming to **Indianapolis** for the first time, October 20-24, 2025. This premier conference offers immersive workshops, top-tier education led by industry experts, and a cutting-edge exhibit hall showcasing the latest advancements in EMS. I am seeking your approval to attend, as the knowledge and skills gained from this event will not only enhance my professional growth but also directly benefit our team and the patients we serve.

What I'll Gain:

- Access to **more than 200 educational sessions** across multiple tracks, tailored to the evolving needs of EMS.
- **Focused workshops** designed to advance specific skills and competencies.
- The opportunity to earn **continuing education credits** for sessions and workshops.
- Networking with EMS professionals from **60+ countries**, fostering collaboration and sharing of best practices.
- **Hands-on learning** with state-of-the-art simulation tools and techniques.
- A firsthand look at the latest products and innovations from **300+ vendors** in the exhibit hall.

While at the conference, I will prioritize sessions that align with our team's goals and challenges. Some areas of focus include:

1. [Insert Session Name or Topic]
2. [Insert Session Name or Topic]
3. [Insert Session Name or Topic]

Attending EMS World Expo 2025 will provide me with actionable insights and advanced training that I can share with our team, further strengthening our service delivery and patient outcomes.

Estimated Costs:

- **Roundtrip Airfare:** \$[XXX]
- **Transportation:** \$[XXX]
- **Hotel:** \$174–\$235 per night
- **Registration:** \$[XXX]
- **Total Estimated Cost:** \$[XXX]

Thank you for considering this opportunity for professional development. I am confident that the knowledge, skills, and connections gained from EMS World Expo 2025 will have a positive impact on our team's work.

Sincerely,
[Your Name]