**Subject:** Proposal to Attend On Aging 2025 Conference

Dear [Supervisor’s Name],

I hope you’re well. I am writing to propose that I attend the American Society on Aging’s On Aging 2025 Conference from April 21–24 in Orlando, Florida. This key event focuses on combating ageism and features more than 300 educational workshops, inspiring keynote speakers, and extensive networking opportunities.

My attendance aligns with our organization’s objectives by providing insights into [specific areas related to your organization]. I plan to participate in sessions such as [insert relevant session titles], which will enhance our projects and support our mission.

I have reviewed the costs and believe this investment benefits our organization. An estimated budget is attached, with identified cost-saving measures. After the conference, I am committed to sharing insights with our team through a presentation or workshop.

I’m excited about the potential for professional development and contributing to our collective success. I am available to discuss this further at your convenience.

Thank you for your consideration.

Sincerely,

[Your Full Name]
[Your Position]
[Your Contact Information]