­**[Date xx]**

**[Name]**

**[Title]**

**[Address]**

**[City, State Zip]**

Dear Mr. / Ms. **[Name]**:

I realize that our Facility, like many others, is looking for ways to innovate, improve patient/resident satisfaction scores, recover lost revenue, find new income streams, and reduce costs all while ensuring that the resources we are appropriating to accomplish these aims are carefully scrutinized. As such, I respectfully present the prospect of participating in the upcoming [Association for Healthcare Foodservice (AHF)](https://healthcarefoodservice.org/) National Conference & Tradeshow, as a wise investment for our Institution and its Food, Nutrition, and Dining Services offerings.

The AHF National Conference is a critical opportunity for leaders and team members from facility name to focus on best practices and creating improved financial returns for our food & nutrition and dining programs. AHF’s conference is built to provide important leadership knowledge and skills for the unique challenges and opportunities that will face our department. The conference theme and sessions are firmly focused on how attendees can help their operations move forward efficiently and encourage growth. I will leave with take-aways and critical new connections to directly bring back to our operations. The conference program will address labor challenges, leadership development, culinary trends, innovations, and more. Furthermore, participation at this event will assist me in retaining my certification(s) as it is accredited for ANFP, The Academy, and ACF for approximately 15 hours of CEUs.

Participants will be introduced to the latest food products, equipment, and technology innovations designed specifically for self-operated healthcare food service environments via the 100+ exhibitors at the annual vendor showcase. For more information about the Conference, networking opportunities with fellow Industry peer leaders, educational content, and benefits of participation that would assuredly provide a positive impact on our Operation, please visit [www.ahfconference.org](file:///C%3A%5CUsers%5CLeahReily%5CDownloads%5Cwww.ahfconference.org).

The knowledge that I hope to gain at AHF 2024 will allow me to improve our Institution’s bottom line and maximize our resources, while continuing to improve upon the quality of foodservice within our organization and to our greater surrounding community. I am happy to communicate the insights gathered, new products discovered, and worthwhile connections made to my fellow colleagues in the form of a presentation and/or my notes for reference.

The conference will take place August 23-25, 2024, in San Antonio, Texas. Thank you for your consideration.

Sincerely,

**[Xxx] [Title]**