­**[Date xx]**

Dear [Administrator’s Name],

As our organization continues to focus on delivering exceptional patient and resident satisfaction, improving operational efficiency, and finding innovative ways to reduce expenses while increasing revenue generation, I would like to request approval to attend the [**Association for Healthcare Foodservice**](https://healthcarefoodservice.org/) **(AHF) 2026 National Conference**, which will be held in Atlanta, Georgia, from **August 20–22, 2026**.

[The AHF National Conference](http://ahfconference.org/) is the leading event for leaders in **self-operated healthcare and senior dining foodservice operations**, offering education, networking, and resources uniquely designed for our sector. Attendees benefit from a robust program that delivers more than **16 continuing education credits** from ANFP and ACF, and over **12 CEUs** from CDR. This ensures professional requirements are met while also exposing attendees to cutting-edge strategies that can be applied directly to daily operations.

The conference agenda addresses the most pressing challenges facing our industry, including rising food and labor costs, sustainability and waste reduction, leadership development, and workforce engagement. Sessions focus on practical, real-world solutions that can be implemented immediately, such as financial literacy for better cost control, flexible dining models to increase resident and patient satisfaction, and new technology tools—from robotics to artificial intelligence—that enhance operational efficiency. Beyond the educational sessions, the tradeshow will showcase **over 100 business partners**, giving us direct access to innovative products, services, and solutions to support our self-operated status and help us continue to drive value for our organization.

In addition to personal learning, my attendance will provide direct benefits to our department. I will bring back **new ideas, products, and best practices** to share with our team and am prepared to deliver a **post-conference presentation** to ensure that my peers also gain from this experience. This will allow us to collectively apply new strategies to streamline operations, strengthen employee engagement, reduce costs, and identify new revenue-generating opportunities.

AHF also helps make attendance cost-effective by including all meals, snack breaks, and receptions with registration, eliminating additional food costs.

**Attending the AHF 2026 National Conference is more than professional development, it is a strategic investment in our department’s future success**. The knowledge and innovations gained in Atlanta will enable us to better align with organizational goals, deliver measurable improvements, and continue demonstrating the unique value of a self-operated model.

Thank you for considering this opportunity to invest in the continued growth, efficiency, and innovation of our department.

Sincerely,

**[Xxx] [Title]**