



## HOSPITAL SECURITY FORUM: SAMPLE REQUEST TO ATTEND LETTER

*You can copy and paste this into an email or a Word doc. Call (973) 476-2476 for additional assistance.*

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Dear [ Approving Manager ] :

I have been invited to attend The Hospital Security Forum, an industry event on security management, December 9-11, 2024 in Ft. Worth, TX. I would like your approval to attend. I will learn from security experts, share best practices, and see the newest technology.

The event organizers offer a travel grant which reimburses my airfare (up to \$600) and covers hotel and meal costs. **Total cost to the hospital will be only the \$199 registration fee.** I will travel December 9 and be home by December 11.

### **The hospital will benefit in many valuable ways:**

- Find new ways to reduce patient, staff, and visitor risks
- Demonstrate our hospital's commitment to best-in-class security through continuing education
- Control security expenses through strategic sourcing and benchmarking with others
- Discover successful ways to recruit and retain our security staff
- Source strategically from multiple vendors to insure we make our best spend possible
- **All of this will cost just \$199, INCLUDING TRAVEL AND HOTEL.**

The event organizers do not sell to us or do business with our company. They offer this program to security directors and host other events for law enforcement, financial institutions, and more. They have hosted major city police departments, sheriffs, and security depts. across the USA.

**I hope you will approve my attendance at this important event.**

Sincerely,