

< Supervisor's Name >,

I would like to attend the Myers and Stauffer PACE Forum, May 8 - 10, 2023, in Dallas, Texas. This is a state-only forum that is designed to provide states with an opportunity to network, and engage with other state agency personnel to discuss development, implementation, and oversight of successful state PACE programs.

What is unique about this particular forum is it is much more than a simple series of lectures and speeches. It is designed to be collaborative, giving states the chance to interact, discuss, and find solutions with peers and policy experts that are actually on the ground designing these programs and discovering what works and what doesn't. The opportunity to network with other states is an invaluable part of this meeting.

I am seeking approval for the travel expenses to the conference. There is no registration fee.

Thank you for consideration of this request. I'm confident that this opportunity will directly help our agency and makes my attendance a valuable use of time and resources.

Sincerely, < Your name here >