[Date]

Dear [supervisor’s name]:

I would like your approval to attend the 2024 Public Health Law Practitioners Convening, April 30 to May 2, 2024. This convening will be held at the Intercontinental Hotel in New Orleans. CDC and NACCHO have identified a need for practitioners to come together and explore the opportunities that law and policy have to offer to the public health community. Opposition to the legal authority of public health agencies has become more common, forcing public health professionals to re-evaluate their place within a broader law and policy framework The Public Health Law Practitioners Convening provides a forum for professionals from state, local, tribal, and territorial jurisdictions to gain firsthand knowledge from fellow public health leaders, attorneys, policy professionals, and practitioners on how to positively impact their community’s health and wellbeing through law and policy.

At the convening, attendees will participate in interactive engagement and receive new tools, research, and resources that can speak to how law and policy can be leveraged to support public health practice in their jurisdictions.

The [Public](https://www.preparednesssummit.org/home) Health Law Practitioners convening will help me leverage timely and relevant public health law and policy concepts and information in my day-to-day work. The conference theme, “Empowering Public Health through Law and Policy” ensures that the event will provide me with an opportunity to reflect on how law can be used to positively impact our community’s health and wellbeing. As an attendee, I will learn directly from experts and colleagues in the field and expand my professional network.

I plan to achieve the following objectives:

* [Insert your first objective here.]
* [Insert your second objective here.]
* [Insert your third objective here.]

I’d be glad to review the scheduled sessions with you to determine those that would provide the greatest benefit for our agency.

The registration fee is <$xxx> [if I register by February 29].

The total costs for me to participate in the Public Health Law Practitioners Convening, including the registration fee, housing, and transportation is: <$xxx>.

Again, I believe the knowledge and professional contacts I would gain at the 2024 Public Health Law Practitioners Convening would be invaluable to our organization and would help us strengthen our work.

Sincerely,

[Your Name]