Letter Copy

Subject Line: Request to Attend the Aline Innovation Summit – May 2026

Hi [[Manager’s Name]],

I’d like to request approval to attend the **Aline Innovation Summit 2026** from May 11–13 at the Omni Frisco at The Star in Frisco, Texas.

This event brings together senior living professionals, industry partners, and Aline customers to share new ideas, learn best practices, and explore ways to improve operations and resident care. I believe attending would help me bring back practical insights that support our goals around [insert key priorities like occupancy, efficiency, or staff engagement].

Here are a few reasons I’d like to attend:

* Attend sessions and hands-on workshops that focus on solving real challenges in senior living communities.
* Network with peers and industry leaders to exchange ideas and learn how others are approaching similar goals.
* Bring back new strategies and tools we can apply to strengthen our team’s performance and the resident experience.

**Here’s the approximate breakdown of costs for me to attend:**

Ticket price: $700

Early-bird discount: $250 off

Hotel: $279 per night
Other Travel Expenses: [[insert amount]]

**Total: [[insert amount]]**

When I return, I can share a summary of the key takeaways and ideas most relevant to our community. I’m confident this experience will help us continue improving how we serve residents and support our staff.

Thank you for considering my request. I’d be happy to talk through the details.

[[email signature]]