Dear Click or tap here to enter text.

I’m writing to ask for approval to attend the biannual [Occupational Therapy National Conference an Exhibition](https://www.otausevents.com.au/otaus2025/), being held in Tamtanya | Adelaide, South Australia from Wednesday 25 – Friday 27 June 2025. The conference provides a valuable opportunity to connect with the professionals in the field of occupational therapy. The conference aims to inspire, empower, and unite professionals under the theme “Collaborate and Connect” which underscores the importance of fostering collaboration and building meaningful connections within the occupational therapy community as well as with other healthcare disciplines and stakeholders.

The conference will provide an enriching program with a focus on disseminating scientific information, covering new trends, research, ethics, professional standards and best practises in occupational therapy. It's an ideal platform for saying up to date with the latest developments in our field and acquiring fresh insights into professional practise.

I know this conference will provide the education, connections and inspiration I need to be event more successful in my role.

I plan to attend the following sessions to strengthen my professional development:   
Click or tap here to enter text.

Here are the costs associated with attending the OTA 31st National Conference and Exhibition:

|  |  |
| --- | --- |
| Travel: | Click or tap here to enter text. |
| Accommodation: | Click or tap here to enter text. |
| Registration: | Click or tap here to enter text. |
| Miscellaneous (meals/transport): | Click or tap here to enter text. |
| Total | Click or tap here to enter text. |

This investment will pay off in more efficient practises, proven solutions, new insights and innovative ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I look forward to the opportunity and I'm confident that my participation in the conference will be highly beneficial.

Thank you once again for considering at my request.

Sincerely,  
Click or tap here to enter text.