**Subject**: Request for Approval to Attend the 2024 PTACC International Deflection and Pre-Arrest Diversion Summit

Dear [Supervisor's Name],

I am writing to request approval to attend the **2024 PTACC International Deflection and Pre-Arrest Diversion Summit**, which will be held from October 28 to November 1, 2024, in Seattle, WA. This summit is the premier event for professionals dedicated to advancing deflection and pre-arrest diversion programs, and I believe my participation would provide significant value to our organization.

The summit is expected to draw over 400 attendees from across the country and around the world, including leaders and experts in the field of deflection. Attending the summit would provide me with several key benefits:

1. **Networking Opportunities**: I will have the chance to network with other professionals and sites actively working on deflection and pre-arrest diversion initiatives and national experts and TA providers. This will enable me to share insights, learn from peers, and build valuable connections that can help enhance our efforts.

2. **Education Sessions**: The summit will offer a range of education sessions designed by and for the field. These sessions will provide valuable perspectives on the latest trends, research, and best practices that we can apply to our programs.

3. **Site Team Technical Assistance and Action Planning**: I will have the opportunity to participate in technical assistance sessions, which will allow me to develop actionable plans tailored to our specific needs and challenges. This support will be crucial in enhancing our current strategies.

The registration fee for the summit includes access to all sessions, networking events, and technical assistance opportunities. I have budgeted **<<Total Summit Cost>>** to attend. I believe this is a worthwhile investment given the knowledge, skills, and connections I will gain, all of which can be directly applied to our ongoing efforts.

I am confident that my attendance at the PTACC Summit will greatly benefit our team and advance our objectives. I am happy to discuss this further and provide any additional information you may need.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Department/Organization]