

Subject Line: Request to Attend CVMA Convention 2026, June 25–28, Keystone, CO

Hi [Manager's Name],

I'd like to request approval to attend CVMA Convention 2026, taking place June 25 - 28 in Keystone, Colorado. I believe this is one of the highest-value and most cost-effective professional development opportunities available to me this year, and I wanted to share why.

2026 is a Colorado veterinary license renewal year, all licenses must be renewed by October 31, with 32 CE hours required. CVMA Convention alone offers up to 20 CE hours across tracks directly relevant to my practice area, including [Small Animal / Mixed Animal / Equine / other]. That's more than half my renewal requirement completed in a single trip, with sessions I've specifically selected to strengthen the skills I use every day.

There are dozens of programs relevant to our practice. The convention offers 80+ hours of CE content across specialized tracks:

- Small Animal: Cardiology, behavior, euthanasia techniques
- Mixed Animal: Bovine ambulatory diagnostics, ruminants, avian, exotics
- Equine
- Oncology, Anesthesia, Leadership, Forensics, and more

I'll also be able to learn from incredible speakers, including nationally recognized experts like:

- Megan Gerhardt, PhD: Opening Keynote: Unlocking Gentelligence
- Bonnie Wright, DVM, DACVAA: Anesthesia Intensive Workshop
- Kathleen Cooney, DVM, CHPV, CPEV, DACAW: Companion Animal Euthanasia Technique Workshop

CVMA Convention is the largest gathering of Vets in Colorado, bringing together approximately 400 veterinary professionals from across Colorado and the region. This is a rare opportunity to learn alongside, and build relationships with, the peers and specialists who shape veterinary medicine in our state. The connections made here have direct value for referrals, professional support, and staying current on how the field is evolving.

I'd love your support in attending as CVMA Convention 2026 provides:

- Up to 20 CE hours applicable directly to my October 31 renewal requirement these hours, plus the free required CE that CVMA offers will satisfy 78% of the 32 hour CE required for relicensing..
- Specialized content in [track area] directly relevant to our patient population
- Reduced travel burden, a single multi-day trip versus multiple smaller events
- No airplane ticket required!

I've estimated the costs associated with my attendance as:

- Registration: \$[X] (CVMA member rate)
- Hotel (CVMA room block): \$[X]/night × [X] nights = \$[X]

- Travel: \$[X]
- Total estimated investment: \$[X]

I'm happy to share a detailed agenda, my selected sessions, or any additional information that would help with your decision. I'd love to discuss this at your convenience.

Thank you for considering this request.

[Your Name]

[Title]

[Contact Information]