



[Date]

[Supervisor's Name]

[Company Name]

Dear [Supervisor's Name],

I am requesting approval to attend the 2026 Mid-Atlantic Coastal Conference, hosted by the Virginia Society of CPAs (VSCPA), taking place June 22–24, 2026, in Ocean City, Md., at The Princess Royale Resort (9100 Coastal Highway, 21842).

This conference is specifically designed for today's CPA and offers 25 CPE credits across four key areas: Technology, Data & AI; Audit, Risk & Compliance; Tax, Economics & Technical; and Strategy, Talent & Leadership. The program is highly relevant to my role and provides an opportunity to customize sessions based on our firm's priorities.

Value to Our Organization

Attending this conference will directly enhance my ability to contribute to our team in the following ways:

- **Technology & AI Advancement**
Gain practical knowledge on AI tools, automation, and Microsoft 365 applications to improve efficiency and modernize workflows.
- **Audit, Risk & Compliance Updates**
Stay current on evolving standards (including AU-C 315, FASB updates, and government audit developments) to reduce risk and strengthen audit quality.
- **Tax & Economic Insights**
Learn about federal and multi-state tax developments, economic outlooks and regulatory changes that impact our clients and strategic planning.
- **Leadership & Talent Development**
Build skills in succession planning, talent retention and leading effectively in an AI-driven environment.

Return on Investment

The estimated cost to attend is approximately \$1,500–\$2,500, including registration, lodging, travel and meals. The potential return significantly outweighs this investment:

- Just 6-10 additional billable hours at \$250/hour = \$1,500-2,500 in revenue.

- Avoiding a compliance issue or audit deficiency could prevent substantial financial or reputational risk.
- Enhanced professional development supports retention and long-term team strength.

Conclusion

The Mid-Atlantic Coastal Conference is more than a CPE event — it is a strategic investment in technical expertise, innovation and leadership development. The knowledge gained will allow me to better serve our clients, improve internal processes and contribute to the continued success of our organization.

I would be happy to share key takeaways with the team following the conference.

Thank you for your consideration. I am happy to provide any additional information.

Sincerely,
[Your Name]
[Your Title]