**[Date xx]**, 2018

**[Name]**

**[Title]**

**[Address]**

**[City, State Zip]**

Dear Mr. / Ms. **[Name]**:

I realize that our institution, like many others, is looking for ways to reduce costs and to ensure that the money we are spending to meet our budgetary needs is going as far as possible. I believe that attending the Association of Correctional Food Service Affiliates (ACFSA) upcoming Annual International Conference& Vendor Showcase, September 16 – 19, 2018, in Norfolk, VA, is a wise investment for our institution and its food service program.

The educational sessions presented at Conference will focus on ideas and best practices that will create even better financial returns for our correctional food service program, training for food service staff with regard to food handling safety, including certification, as well as allergy training to ensure special dietary restrictions are understood and accommodated.Attendees will also be introduced to the latest services, equipment and food products designed specifically for correctional food service programs that will be shown by nearly 100 exhibitors at the Annual Vendor Showcase.

A sampling of sessions that I believe would be of particular relevance for my performance, as well as the needs of our institution, are:

* Communication Skills
* Different Menus in Federal, State and Local Prisons and Jails. Now ideas and learnings
* Food Waste and how to cut down on waste in your facility
* Foodborne Illness Case Study
* Religious Diets – Are you at risk of a lawsuit?

For more information about numerous other sessions that could provide a positive impact on our food service program, please visit [www.acfsa.org/conference2018.php](http://www.acfsa.org/conference2018.php)

The knowledge that I gain at the ACFSA’s Annual International Conference will allow me to improve our institution’s bottom line and maximize our resources while continuing to provide low-cost meal options that meet dietary guidelines for inmates. I am happy to pass on the information I will learn to my colleagues, in the form of a presentation and/or my notes for reference. Thank you for your consideration.

Sincerely,

**[Xxx]**

**[Title]**