**[Date xx]**, 2020

**[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 13 – 15 2020 is a wise investment for our institution and its food service program. This year it is being offered in a virtual setting at a reduced fee so it will save on travel cost, time and per diem.

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, COVID-19 pandemic response best practices, as well as 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 exhibitors at the Virtual 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:

* Covid-19 Pandemic Response best practices and lessons learned
* Creating Meaningful production, Marketable Training, Measurable Cost Savings, and an Infectious Moral Boost, All on a DOC Budget
* The Magic of Living and Leading
* Food in Prison Project
* Offender Culinary Program Discussion Panel
* Food Safety
* Dietitian’s Panel

For more information about numerous other sessions that could provide a positive impact on our food service program, please visit [www.acfsa.org/conference2020.php](http://www.acfsa.org/conference2020.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]**