

Sample Letter for Your Supervisor

Dear [Immediate Supervisor],

I would like to attend NCHICA's 23rd Annual Conference & Exhibition, scheduled for September 11-12, 2017 at the Durham Convention Center in Durham, NC. The conference provides a wide variety of educational sessions and numerous opportunities to network with my peers. I believe my participation is critical to bring new ideas and approaches to our organization and further my professional development.

I'll be joining over 300 other healthcare professionals to learn from leading industry experts about the latest developments and best practices in healthcare IT. The theme of this year's conference is *Securing the Future of Healthcare through Collaboration*, and the agenda is packed with 4 plenary sessions, 21 breakout sessions, and 3 half-day forums. The full agenda is posted at: <https://nchica.org/education/23annual/agenda/>.

The conference also provides opportunities to meet with exhibitors from major health IT companies. A full list can be found at: <https://nchica.org/education/23annual/exhibitors/>.

I plan to attend the following sessions to strengthen my professional development: *(List the sessions you plan to attend as well as how they will benefit you and your organization.)*

I plan to meet with the following exhibitors about solutions that can help our organization:

Here are my projected costs for attending the conference:

Registration Fee	\$ xx.xx
Hotel	\$ xx.xx
Airfare	\$ xx.xx
Miscellaneous (meals/taxi)	\$ xx.xx

After returning, I will provide a summary of key takeaways and recommended actions. I would appreciate your approval of this request, and will work to ensure we get the full value of this event.

[Your Name]