Dear [ADD SUPERVISOR’S NAME]

I am writing to you to seek approval to attend the annual Leaders in Healthcare conference, organised by the Faculty of Medical Leadership and Management (FMLM) and BMJ, on 14 – 16 November 2018 in Birmingham.

This popular annual conference is for doctors, nurses, pharmacists, and all healthcare professionals and managers who are starting up or are already involved in delivering and managing care. It focuses on all aspects of healthcare leadership, from how to tackle the challenges facing the profession to how we can engage better with patients, nurture future leaders and support staff. The aim of the conference is to prepare those working in healthcare for making a difference to the key issues surrounding the medical profession today.

I will also be able to meet and network with around 800 healthcare professionals from the UK and Europe who are focused on the same challenges that we face every day.

Between the content presented in the learning sessions and the invaluable networking, I plan to strengthen my skills in [X], [Y] and [Z], and walk away with new knowledge in:

* Goal 1
* Goal 2
* Goal 3

I am confident that attending the Leaders in Healthcare conference will directly influence my work on [PROJECT NAME OR ASPECT OF WORK]. CPD points are also available. When I return from the conference, I will share takeaways with our team, including my learnings from the variety of projects that will be displayed as posters (over 150 of them).

I’ve broken down the estimated cost of my attendance:

Airfare/Transportation: [ADD ESTIMATE COST IF APPLICABLE]

Hotel/Food: [ADD ESTIMATE COST IF APPLICABLE]

Event Fee: [ADD AMOUNT]

TOTAL: [ADD TOTAL AMOUNT]

The sooner I can sign up, the better. If I register by 15 September, we’ll save £70. And, right now, there are good discounts on hotel rates.

I really believe that this conference will both reinforce what we’re doing well already and provide me new skills and strategies for moving us forward in increasing effectiveness, reducing inefficiencies, saving lives, improving our bottom line, and being a best-in-class facility. I am happy to provide more details if needed.

Thank you for taking the time to review this request, and I’m looking forward to hearing from you.

Best,

[YOUR NAME]

P.S. You can learn more about the event at <http://www.leadersinhealthcare.com>.