To: <Supervisor / Division Leader name >  
From:<your name>  
Date: <insert date>

I am most interested in attending the pediatric IBD focused ImproveCareNow Fall Community Conference. The conference will be held September 19-21, 2019 in Chicago, Illinois.

The learning event fosters an environment enhancing professional and personal growth while providing a forum to share updates in research related to improving outcomes in the pediatric inflammatory bowel disease field.

During this conference, I will:

* Learn best practices that enhance patient experience, quality care, cost reduction, and promote outcomes for our patients and their families and care providers.
* Collaborate with others in the pediatric Inflammatory Bowel Disease field and accordingly grow my professional network.
* Enhance my quality improvement skills enabling me to test and implement the changes I discover
* Create a professional development plan through networking and participation in educational sessions.

The variety of educational topics would allow me to attend several sessions directly applicable to my work on <unit goals/best practices you are working on>. The sessions are led by respected leaders in pediatric gastroenterology and will enhance my knowledge of research, evidence-based practice, and hot topics in pediatric inflammatory bowel disease. Furthermore, the sessions will enable me to see evidence-based initiatives at other hospitals and to speak directly with physicians, nurses and other health care providers involved in their implementation. Additionally, I will have the opportunity to learn from my peers in a role specific breakout exclusively for <role at care center>

This education will provide me with continuing nursing / medical education contact hours that I can apply towards renewing my license and my <insert other advanced certifications requiring contact hours for renewal>.

[For Physicians only] In addition, conference participation will enable me to apply for approximately 10 American Board of Pediatrics Lifelong Learning and Self-Assessment (Part 2) Maintenance of Certification points.

I am seeking <hospital’s name> sponsorship for the registration fee, travel, onsite lodging and meal expenses during the conference. The detailed cost breakdown, including travel and other expenses are listed below.

**Airfare:** <add flight expenses to O’hare Airport>  
**Ground Transportation:** <add estimate> **Hotel:** <add total hotel estimate (ImproveCareNow rate of $157+ tax per night)> **Meals:** <add meal estimate or per diem rate during travel [meals during the conference are included]> **ImproveCareNow Registration Fee:** $799

**Total conference cost:** <Insert sum of amounts noted above>

The opportunity for me to develop better contacts with fellow clinicians learn emerging trends, and gain knowledge in specific areas of <medical areas of interest> makes my attendance at ImproveCareNow Community Conference a wise professional investment, which could result in streamlined practices, insights, and an enhanced network of peers to call upon when faced with an unusual or difficult case.

I will submit a post-conference report that includes a summary, major takeaway concepts, techniques or tips, and action items for each of the sessions that I attend during the conference. In addition, I will be happy to circulate the conference proceedings and provide brief presentations to others within the <care center>.

I look forward to your reply. For more information about the Fall ImproveCareNow Community Conference, you can click [here](https://www.improvecarenow.org/fall_2019_community_conference) and for more information about ImproveCareNow please visit www.improvecarenow.org.

Sincerely,

<insert your name>