Dear [SUPERVISOR’S NAME],

As you know, I’m always searching for new ways to improve the care we provide to our patients, and that’s why I am writing to seek your approval to attend the Institute for Healthcare Improvement’s (IHI’s) **2019 National Forum on Quality Improvement in Health Care** in Orlando, FL, from December 8–11, 2019.

Every year, people from go to the IHI National Forum to share ideas, insights, and strategies that they implemented in their organizations. These are shared through more than 200 practical sessions focused on providing actionable strategies for tackling health care challenges of every size and scope, and I’m hoping to bring some of these ideas back to our organization to improve the care we provide.

In addition to four inspirational keynotes, I’ll also meet and network with nearly 6,000 health care professionals from around the world who are focused on the same challenges we grapple with 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’m confident that attending the National Forum will directly influence my work on [PROJECT NAME]. When I return from the conference, I will share takeaways with our full team, including several, I’m sure, that we can start testing immediately.

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

Airfare/Transportation: [$IF APPLICABLE]

Hotel/Food: [$IF APPLICABLE]

Event Fee: [$AMOUNT]

TOTAL: [$AMOUNT]

The sooner I can sign up, the better. If I register by October 2, we’ll save $100. And, right now, there are some significant discounts on hotel rates.

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 ihi.org/Forum.