Dear [SUPERVISOR’S NAME],

I’m seeking your approval to attend the Institute for Healthcare Improvement’s (IHI’s) **2018 National Forum on Quality Improvement in Health Care** in Orlando, FL, USA, from December 9–12, 2018. As you may know, this popular annual event focuses on integrating improvement and safety into both daily work and an organization’s culture. I see the conference as a chance to gain inspiration, education, and connections I need to be successful in my job.

Now in its 30th year, the IHI National Forum has brought together tens of thousands of health care’s brightest minds to share ideas, insights, and strategies for improving the quality of the care we deliver. In addition to four inspirational keynotes, the Forum includes more than 200 practical workshops focused on providing actionable strategies for tackling health care challenges of every size and scope.

As I noted above, I’ll also can meet and network with more than 5,000 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 IHI 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 IHI 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 September 28, 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.