Dear [SUPERVISOR’S NAME],

I’m seeking your approval to attend the Institute for Healthcare Improvement’s (IHI’s) **Patient Safety Executive Development Program** in Boston, MA, from March 12–18, 2020. This program is dedicated to developing detailed strategies and implementation plans essential to maintaining a powerful patient safety program within our organization.

This isn’t a typical program. It’s an intensive six-and-a-half-day training where over 3,000 alumni have acquired the skills and tools necessary to becoming leaders of strong patient safety program within their organization. I won’t only be learning from IHI’s expert faculty – I’ll also have access to this network of alumni and will be able to learn about the successful work these they have implemented in their organization as well.

The Patient Safety Executive Development Program will enable me to learn about the application of the [Framework for Safe, Reliable and Effective Care](http://www.ihi.org/resources/Pages/IHIWhitePapers/Framework-Safe-Reliable-Effective-Care.aspx), which was developed from the experience of IHI’s Faculty and applied by many departments, organizations and health care systems worldwide. By taking this program, I will be developing our action plan on how our organization can shape its culture and develop a robust learning system to positively impact all of our improvement work in providing safer care.

Not only is this training for me – you are welcome to join me in the last days of the program as well. In fact, the participation of a senior leader is strongly encouraged to help develop and refine the plan I will be building prior to you joining me.

I believe that by going to the Patient Safety Executive Development Program will directly influence my work on [PROJECT NAME], and it will enable our organization to learn from Orlando Health, Kaiser Permanente, Cape Fear Valley and MemorialCare and many others who have implemented stronger patient safety programs stemming from this experience.

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

Airfare/Transportation: [$IF APPLICABLE]

Hotel/Food: [$IF APPLICABLE]

Event Fee: $10,750

TOTAL: [$AMOUNT]

The sooner I can sign up, the better: the last edition of the program was at capacity.

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/PSE.