<Date>

Dear <supervisor’s name>,

I would like to attend the Clinical Data Management’s Annual Users Conference, August 28-30, 2019 in Blackhawk, Colorado. Attendance at this conference will enable me to attend a variety of educational sessions, as well as give me access to a network of leading industry professionals and other trauma colleagues.

With 45 different educational breakout sessions available, I have identified several that make this year’s Clinical Data Management’s Annual Users Conference vital to my position. As you know, the Clinical Data Management’s Annual Users Conference is comprised of the most diversified educational sessions and most comprehensive agenda including workshops to strengthen skills, and a variety of education sessions with topics on *Data Entry, Customizations, Importing, Exporting, Performance Improvement and many various sessions on Reporting.* Attendance also provides me with the opportunity to earn up to 18 hours of nursing continuing education hours, which can be used to meet recertification criteria, and verification survey standards.

This conference will help our department and our community to stay ahead of our challenging and fluctuating industry. These sessions will provide solutions to many issues that our industry faces. The ideas, best practices, contacts and tools I will gain from this conference will save time and money while putting our programs needs first. In addition to the sessions I attend, and information gained, I will have access to the educational handouts from these sessions after the conference, which I will share with my office and other departments.

I understand we have to be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this conference believe attendance at this conference is a prudent investment in our community’s future.

The costs for me to attend this conference are as follows

* Roundtrip Airfare: $XXX.xx
* Hotel: $XXX.xx
* Transportation to and from Airport to Hotel: $XXX.xx
* Meals: $XXX.xx
* Conference Registration: $XXX.xx **TOTAL COST:** $XXX.xx

 Sincerely,

<your name here>