**SAMPLE LETTER TO MANAGER**

Dear <Name of Supervisor>,

I would like to attend MD Expo Atlanta. This industry-leading medical equipment conference will be held April 11-13 at the Renaissance Atlanta Waverly in Atlanta, Georgia.

MD Expo offers a variety of valuable learning experiences that include product demonstrations, workshops, continuing education sessions, planned networking opportunities and more than 100 exhibiting companies. I will be able to obtain valuable information on the latest trends and techniques as well as learn from leaders in the HTM profession. A number of the classes deal directly with current projects at this organization. I will also visit with numerous vendors who can provide cost-saving solutions for our facility.

Many of the sessions will offer tips and strategies that I can implement upon my return and share with members of my department. A few of the sessions that I am particularly interested in include < insert session titles >. I would like to attend these because I feel I will gain < insert learning objectives > and be able to implement the findings in < insert projects or departments that will benefit >.

This conference offers the best value in the marketplace and is a premier event for HTM professionals at every level from beginners to 40-year veterans. I will be able to interact with hundreds of HTM leaders, allowing me to make invaluable contacts for future problem-solving endeavors.

Sessions are led by some of the most well-known experts and thought-leaders in the HTM community. By attending these sessions, I can form lasting connections with experts who will prove beneficial down the road.

The exhibit hall will feature companies that provide products and technology solutions to improve efficiency, reduce costs and promote patient safety. I will have the opportunity to meet with them and discuss their latest products and services, virtually eliminating the time and cost of future trips to each of these vendors separately.

As a hospital employee, I can attend the MD Expo via free registration. Additionally, food and drink will be provided at scheduled networking opportunities and a complimentary lunch will be served. In addition, MD Expo has arranged for a discounted room rate at the hotel. I am asking for funding for travel costs, lodging and food with the understanding that my food expenses will be minimal as I plan to enjoy the complimentary snacks and meals.

I feel attending MD Expo is a valuable experience that will greatly benefit <facility/organization>. I will be able to bring home all conference materials, allowing me to share what I have learned with others in the HTM department and train them, if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide.

Sincerely,

<Sign Your Name Here>