***Template***

**Sample Request Letter to attend the
2022 Nephrology Nursing Practice, Management, & Leadership Conference**

**< Date >**

**< Name >**

**< Address >**

**< City, State Zip >**

Dear **< insert supervisor’s name >**:

I would like to attend the American Nephrology Nurses Association (ANNA) Nephrology Nursing Practice, Management, & Leadership Conference scheduled for October 1-3, 2022, in San Diego. This educational conference is the premier meeting for nephrology nurses, managers, and advanced practice nurses and will provide me with opportunities to increase my knowledge, enhance my clinical skills, and expand my professional network.

After reviewing the meeting program, I have identified educational sessions that will enable me to gain knowledge and create solutions to improve the care of patients affected by kidney disease. The presentations are facilitated by industry experts and professional colleagues who have faced similar challenges. I chose each of these presentations because it is directly related to **< add an issue you are currently dealing with here >**. Getting the information in a seminar format will greatly reduce the research time and costs the **< your organization’s name >** would normally incur in researching the topics. Incidentally, I have only listed some of the sessions that I will attend. I will benefit by being able to access all the conference educational content.

* **< Insert the sessions that most apply to your role/responsibilities >**

The full conference registration fee is **< $$$ >** but can be reduced by **<$$>** by registering before **<insert date>**.

**< Insert your travel cost numbers below >**

Here is the breakdown of conference costs:

Roundtrip Airfare: **<$xxxx>**

Transportation: **<$xxxx>**

Hotel: **<$xxxx>**

Meals: **<$xxxx>**

Conference Fee: **<$xxxx>**

The total costs associated with attending this conference are: **<$xxxx>**

The opportunity for me to attend the Nephrology Nursing Practice, Management, & Leadership Conference and gain knowledge in the areas listed above is a wise investment in our organization. This educational experience will expand the evidence base for my practice and enhance my role performance.

Sincerely,

**< your name here >**