



[date]

Dear [your supervisor's name]:

To help provide [your facility's name] and our patients with the most up-to-date evidence-based care, I would like to attend the 2018 National Reproductive Health Conference (NRHC) that will be held in Kansas City, MO with pre-conference workshops on Sunday, July 15<sup>th</sup> and the main conference July 16<sup>th</sup> -18<sup>th</sup> 2018.

The NRHC conference offers top-notch clinical training and skill-building workshops, the latest evidence-based practices in the field of family planning and poster presentations that will strengthen strategies to improve the quality of patient care and safety. The rates for this conference takes agency funding into consideration and offers affordable pricing with options that include one day, two day, full conference or pre-conference only options!

My registration fee will include access to speaker handouts, which I can share with other [agency] staff after the event., no-cost industry sponsored lunches, and networking at the kick-off reception and in the exhibit hall.

After reviewing the NRHC Conference Agenda, I have identified a number of sessions, which will allow me to gain additional knowledge that will help to enhance [agency's] performance, I hope you can take a moment to look at the conference agenda, and I am happy to attend sessions you suggest as well.

- The full conference agenda is posted at [http://www.ctcfp.org/wp-content/uploads/NRHC-AGENDA\\_2.pdf](http://www.ctcfp.org/wp-content/uploads/NRHC-AGENDA_2.pdf)

Additionally, I will be able to meet directly with vendors and suppliers, and identify new products and services that could help us improve patient care, clinic efficiency, and safety.

#### Estimated costs

Conference Pricing can be found here: (LINK)	
Roundtrip Airfare	\$300
Transportation	\$35 x 2 ways
Hotel	121.00/night +taxes and fees
Meals	\$64 per day @ 3 days
Conference Fee	Ranges but three day early bird is only \$195!
Estimated Total:	\$1,120.00

Attending the 2018 National Reproductive Health Conference will enhance my professional knowledge and skills, which will help improve the quality and safety of care our patients receive. I will be able to meet with my peers and find out what's working at facilities similar to ours. I also will be able to pass along much of what I learn to you and my colleagues and make copies of the speaker presentations available for reference. You can check out additional information about the conference yourself by visiting <http://www.ctcfp.org/nrhc/>.

Thank you for your consideration of this request.

Sincerely,

[your name], [title], [contact information]