Dear [supervisor’s name],

I’d like to request approval to attend the Compassion in Action Healthcare Conference hosted by the Schwartz Center for Compassionate Healthcare in Boston, MA, from September 8-10, 2019.

Our organization is a healthcare member of the Schwartz Center, providing us with significantly discounted registration and additional educational opportunities at no additional cost. I believe that my participation in this conference will help our organization advance our goal to provide the highest quality compassionate care for our patients while also supporting our workforce.

**Here’s what the conference all about:**

The Compassion in Action Healthcare Conference will bring together clinicians, health system leaders and others who are committed to making compassion a priority in their organizations and communities. Sessions will cover best practices for advancing cultures of compassion through cutting-edge programs, strategies and tools. I will also be able to earn continuing education credits for no additional cost.

**Here’s what I’ll learn to do:**

* Lead initiatives that help foster a culture of compassion and collaboration
* Improve communication, leadership and collaboration across our organization and in our community
* Refine the skills I need to support patients, families, and colleagues
* Gain new insight from healthcare leaders from around the globe

**Specifically, I’ll be able to apply what I learn to my projects, including:**

* [Enter project here]

**Here are the pricing details:**

Registration: $690 for three full days (this is the discounted early bird member price)

Members only recognition dinner: $48

Travel: [TBD based on your location]

Hotel: $299/night (this is a discounted rate)

**Total: [enter total cost here]**

The list of organizations participating represents top healthcare systems from all over the country and around the world. The discounted hotel rate is first-come, first-served, so we’ll get a better deal the sooner I can register.

If you’d like detailed information about the conference, please visit [compassioninactionconference.org](file:///\\cifs2\kbs$\zNEW_KBS_Drive\EVENTS\Annual%20Conference\2019%20Annual%20Conference\Materials\Website,%20Email,%20Social\compassioninactionconference.org). Thanks for considering my request!

[Your name]