Dear [Manager’s First Name],

I would like to attend the Center to Advance Palliative Care (CAPC)’s National Seminar November 8-10 in Orlando and hope you’ll approve this request.

The CAPC National Seminar is the premier event for health care professionals interested in designing and improving palliative care services for seriously ill patients. I will spend three days learning from top national palliative care experts, having meaningful conversations with a community of like-minded palliative care colleagues, and building a strategy to move our program forward. Additionally, I believe the Seminar will help me reach my professional development goals of [Customize].

At the CAPC National Seminar, I will have access to highly-practical training in planning, implementing, delivering, and growing palliative care services at our organization. After reviewing the conference schedule, I have identified a number of sessions I’d like to attend, including:

*

[Optional] There are also two full-day pre-conference workshops on November 7. Boot Camp is for those of us planning or growing community palliative care programs. The Payment Accelerator is a deep dive into helping community programs build strong financial partnerships and contracting skills.

I have broken down the costs for me to attend this event. We can take advantage of early bird pricing if I register by **September 24**.

* Registration fee, which includes breakfast and lunch during the conference: $[Amount: Note Member vs. Non-Member rates]
* Airfare: $[Amount]
* Transportation (to and from hotel and airport): $[Amount]
* Hotel: $[Amount] ($195/night plus tax for the Seminar group rate X # days)
* Meals: $[Amount] (# days)
* **Total: $[Total]**

I am confident that by attending this conference I will provide added value to our organization, and I look forward to bringing what I learn back to strengthen our palliative care program. You can learn more about CAPC and the National Seminar at [capc.org](http://www.capc.org)/seminar.

Thank you,

[Your Name]