**<Date>**

Dear **<Supervisor’s name>,**

I would like to attend Healthcare Businesswomen’s Association 2017 Annual Conference to be held November 6-8, 2017 in Philadelphia, PA.

Since 1999, this conference has brought together women and men from around the world and at all stages of their careers to improve or learn vital skills, share leadership insights, and further develop and refine leadership capabilities through expert panel discussions, small group workshops, coaching, mentoring and other interactive formats. Over 900 attendees from all sectors of healthcare including pharmaceutical, biotechnology, medical devices are expected to attend this year.

The 2017 conference includes sessions on:

* Leadership development
* Business and industry acumen
* Career
* Networking

I have identified a number of educational sessions from the [conference workshop guide](https://www.hbanet.org/workshops), which will allow me to **<insert benefits of attending topic specific sessions here>.** These sessions and presentations are led by industry experts and professionals from around the world.

I am seeking your support to attend this conference. Here is the breakdown of conference costs:

* conference registration: **<$xxxx-**[**see registration details**](https://www.hbanet.org/registration)**>**
* ground transportation: **<$xxxx>**
* hotel: **<$xxxx[-see hotel details](https://www.hbanet.org/hotel-reservations-0)>**
* airfare: **<$xxxx>**

The total anticipated cost associated with attending this conference is: **<$xxxx>**.

Thank you for taking the time to review this proposal. By attending the Healthcare Businesswomen’s Association Annual Conference, the opportunity to further develop my skills, gain knowledge and establish key contacts will be a valuable investment for my professional development and what I will continue to bring to **<insert name of your organization here>.**

Sincerely,