**<Date>**

Dear **<Supervisor’s name>,**

I would like to attend the Healthcare Businesswomen’s Association (HBA) Annual Conference to be held 1-3 November 2022 in Philadelphia, PA. The 2022 Annual Conference is a call to action for attendees to:

* Embrace the challenges of a New Era of Leadership;
* Find inspiration from courageous and forward-thinking leaders who embody the skillsets and mindsets that are critical for the advancement of women in the business of healthcare; and
* Be exposed to bold and innovative practices from industry leaders who are modeling accountability and driving impact for DE&I efforts at their companies, with the ultimate goal of improving health equity outcomes.

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 800 attendees from all sectors of healthcare, including pharmaceutical, biotechnology, and medical devices, are expected to attend this year.

The 2022 conference includes sessions on:

* Inspired Leadership – *focusing on the skills, knowledge, and actions needed to lead in the new era*
* Bold Practices – *featuring big actions making a lasting effect*
* Impact – *discovering how and where to leave your mark*

In addition to four inspiring [keynotes](https://www.hbanet.org/keynotes-1) from forward-thinking leaders in the field and more informal learning opportunities throughout the conference, I have identified a number of educational sessions from the [conference breakout sessions site](https://www.hbanet.org/breakout-sessions-2), 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: **<$xxxx-**[see registration details](https://www.hbanet.org/2022-hba-annual-conference-1-3-november)**>**
* pre-conference seminar: **<$xxxx-**[see seminar options](https://www.hbanet.org/pre-conference-seminars-3)**>** *(optional)*
* ground transportation: **<$xxxx>**
* hotel: **<$xxxx-**[see hotel details](https://www.hbanet.org/hotel-and-transportation)**>**
* travel: **<$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 HBA 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,