

Dear <supervisor's name>,

I would like to attend the 2023 Western Occupational Health Conference in Anaheim, CA, August 30 - September 2, 2023. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of Occupational Medicine and Employee Health experts and colleagues from around the United States. Many of the presentations are tailored to the <Insert your primary function here i.e. physicians, nurses, nurse practitioners, and physician assistants> and give information on how to <insert benefits/lessons here>. I am seeking sponsorship for the registration fee, travel expenses to the conference, and living expenses during the conference. A detailed cost breakdown is included below.

After reviewing the conference brochure, I have identified a number of education sessions which will allow me to gain knowledge and understanding about how we can improve our **INSERT IMPROVEMENTS HERE** processes. The presentations are facilitated by both private sector, academic, and public health experts presenting on best practices in workers compensation injury care, environmental medicine, toxicology, and public health. I chose each of these presentations because it is directly related to an issue we are dealing with currently. Getting the information in a seminar format will greatly reduce the research time and costs that <your organization's name> would normally incur in researching the topics. Incidentally, I have only listed some of the seminars that I will attend. Including them all would make this memo much too long.

**You will need to insert the session descriptions which most apply to your responsibilities.**

**The numbers in brackets below will need to be adjusted to reflect the current pricing. The travel costs vary as well and should be changed to reflect your costs.**

The full price conference fee for members is XXX but can be reduced \$100 by registering before the early bird deadline of **July 9th, 2023**. The full price conference fee for non-members is XXX but can be reduced \$100 by registering before the early bird deadline of **July 9th, 2023**

Here is the breakdown of conference costs:

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

Conference Fee: <\$xxxx>

The total costs associated with attending this conference are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the WOHC 2023 a wise investment, which will yield rich dividends for <name of your organization>.

Sincerely,

<your name here>