**SAMPLE LETTER TO MANAGER**

Dear (Name of Supervisor),

I would like to attend the 2020 Imaging Conference & Expo. This industry-leading medical equipment conference will be held February 9-11 at the Hilton Scottsdale Resort & Villas in Scottsdale, AZ.

The Imaging Conference & Expo (ICE) offers a variety of valuable learning experiences that include product demonstrations, workshops, continuing education sessions, and planned networking opportunities. I will be able to obtain valuable information on the latest trends and techniques as well as learn from leaders in the Imaging profession. A number of the classes deal directly with current projects at this organization. I will also visit with numerous vendors who can provide cost-saving solutions for our facility.

Many of the sessions will offer tips and strategies that I can implement upon my return and share with the other members of my department. A few of the sessions that I am particularly interested in include < insert session titles >. I would like to attend these because I feel I will gain < insert learning objectives > and be able to implement the findings in < insert projects or departments that will benefit >.

This conference offers the best value in the marketplace and is the premier event for Imaging professionals at every level from beginners to 40-year veterans. I will be able to interact with hundreds of Imaging leaders, allowing me to make invaluable contacts for future problem-solving endeavors.

Sessions are led by some of the most well-known experts and thought-leaders in the Imaging community. By attending these sessions, I can form lasting connections with these experts that will prove beneficial down the road.

The Exhibit Hall will feature leading companies who provide products and technology solutions to improve efficiency, reduce costs and promote patient safety. I will have the opportunity to meet with them and discuss their latest products and services, virtually eliminating the time and cost of future trips to each of these vendors separately.

I can attend ICE without paying a registration fee by obtaining a free VIP pass. Additionally, food and drink will be provided at scheduled networking opportunities and a complimentary lunch will be served in the exhibit hall each day of the Expo. A free breakfast will be offered while I am at the Expo. In addition, ICE has arranged for a discounted room rate at the hotel. I am asking for funding for travel costs, lodging and food with the understanding that my food expenses will be minimal as I plan to take advantage of the complimentary meals.

I feel attending the Imaging Conference & Expo is a valuable experience that will greatly benefit this facility/organization. I will be able to bring home all conference materials, allowing me to share what I have learned with others in the Imaging department and train them, if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide.

Sincerely,

Sign Your Name Here