





# Justify Your Attendance

Use this customizable letter to make the case for convention attendance to your manager.

**To:**

**From:**

**Date:**

**Subject: Attending the ANPD Aspire Convention**

I am writing to request budget approval to attend the Association for Nursing Professional Development (ANPD) Aspire Convention. I believe the opportunity to learn directly from the greatest minds in our specialty practice of nursing professional development is invaluable to my own professional development. At the convention in Chicago, I will gain knowledge and insight that I will put to use immediately upon my return and share with our colleagues.

I am seeking \_\_\_\_\_'s support for registration, travel, food, and lodging for the ANPD Aspire Convention. I understand my attendance at the convention is an investment of both time and money, so I have outlined my anticipated expenses and the return on investment, below.

**Airfare:**

**Hotel:**

**Ground Transportation:**

**Meals:**

**Conference Fee:**

The total cost, including all education (up to 23 contact hours for convention sessions and additional hours for the Learning Labs) and travel costs, is approximately

*Contact Hours subject to change*

The specific benefits to our facility resulting from my attendance at this year's ANPD Aspire Convention are substantial, making this an appropriate use of our education budget and my time away from work.

I appreciate your consideration of my request. If further information is needed, please let me know.

Sincerely,

