



Dear [INSERT Decision Maker's Name],

Back for its fourteenth year, [RISE Nashville](#) is being held **March 15-17, 2020**, at the Music City Center in Nashville, TN. I believe my participation will bring new ideas and approaches to our organization, and significantly advance our collective professional development. I request your approval to attend this amazing learning opportunity.

The three-day conference program offers the opportunity to:

- Gain practical skills to improve performance
- Access customizable conference content spread out over five targeted learning tracks
- Network with leading innovators across the health care industry
- Learn success stories to save our organization time and money

Last year's conference included over 1,500 delegates from 46 states. I reviewed the conference program at [rise-nashville.com](#) and found the following sessions to be particularly useful:

[list the session]

[list the session]

[list the session]

I will use the knowledge I gain to improve our team performance and to stay on trend with the new regulations and procedures in our industry. I will share these new learned tools with our teams and make the conference materials available.

If you think it is valuable, I'll prepare a brief report to outline the important points from the various sessions of the conference, compare the products and services offered by the sponsors and exhibitors which may help us meet some of our needs, and provide you with a list of the new contacts I made.

Here is a breakdown of the costs of my attending this event:

- Registration: [\$xxx]
- Transportation: [\$xxx]
- Hotel: [\$xxx]
- Miscellaneous: [\$xxx]

This conference will yield good dividends for us, and I think attending this conference will be a good investment. I intend to make it so.

Please let me know if you have any questions. Thank you.

Sincerely,

[INSERT your signature]

