



**[date]**

Dear **[your supervisor's name]**:

To better provide **[name of your facility]** with current knowledge and skills in the area of transplant nursing, I would like to attend the ITNS Summer Symposium in Chicago, IL, USA, June 13-14, 2015.

The meeting offers dozens of concurrent sessions, paper and poster presentations, expanded opportunities to earn CE, CEPTC, and Pharmacology credits, and unique educational offerings I won't find anywhere else. In addition, this symposium provides me opportunities to share best practices, discuss professional challenges, and network with other transplant nurses.

The sessions that are of particular relevance for our work include these:

**[List the sessions that will provide the greatest benefit to the facility. The list of sessions appears in the symposium brochure and is posted on [www.itns.org/AnnualSymposium](http://www.itns.org/AnnualSymposium)]**

Handouts for all the sessions will be available online to all meeting registrants and I am willing to share them with our nursing staff.

#### **Costs**

**[Lists transportation costs, registration fee, cost of meals, and the price per night of the hotel room.]**

#### **Summary of Benefits**

The ITNS Summer Symposium will provide me with the latest education related to transplant nursing that will help our facility provide better patient care. I plan to pass on the information that I have learned to other members of our **[unit/team/department]**, and my notes will be available for reference following the conference.

Thank you for your consideration of my request.

Sincerely,

**[your name]**