Subject: I would like to attend SPN’s 34th Annual Conference

Dear [Insert Supervisor’s Name],

I am interested in attending the SPN 34th Annual Conference, presented by the Society of Pediatric Nurses, taking place April 17-19, 2024, in Phoenix, AZ. This event is exclusively designed for pediatric nurses, healthcare professionals, and organizations with an interest in pediatric nursing and pediatric healthcare. I will have the opportunity to connect with 500+ fellow pediatric nurses to grow my professional network and share best practices that enhance patient experience and quality care, support cost reduction, and promote a healthy work environment.

Through an education program consisting of four general sessions, 40+ concurrent sessions, and 50+ poster presentations, the variety of educational topics will allow me to learn skills directly applicable to my work on **<unit goals/best practices you are working on>.** From these sessions, I will learn new knowledge and innovative ideas that I will be able to implement immediately in practice and in the organizational setting upon my return.

**<insert a few specific topics or sessions you are interested in>** are just a few of the educational offerings that willenhance my performance here at **<name of unit and organization>**. This education will provide me with nursing continuing professional development hours that I can apply toward renewing my nursing license and my **<insert other advanced certifications requiring contact hours for renewal>**.

The SPN Annual Conference also features an exhibit hall that showcases many innovative products, services, and resources for pediatric nurses.

I am seeking **<hospital’s name>** sponsorship for some of the expenses listed below for the conference.

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| **Registration Fee:** | [View Rates](https://www.pedsnurses.org/annual-conference-registration) |
| **Pre-Conference Registration Add-On:** | [View Rates](https://www.pedsnurses.org/annual-conference-registration) |
| **Airfare** | <add flight expenses to Phoenix, AZ > |
| **Ground Transportation** | <add actual> |
| **Hotel** | [View Rates](https://www.pedsnurses.org/annual-conference-hotel-and-travel) |
| **Meals** | <add meal estimate or per diem rate> |
| **Total Cost:** | <insert total> |

If approved to attend, I am happy to submit a summary of my learning and provide a review of the event to inform your decision on any future attendance by me or my colleagues. For more information about the SPN Annual Conference, you can visit <https://www.pedsnurses.org/spn-annual-conference>.

Sincerely,

**<insert your name>**