**Subject:** **<Event name>**

As part of my continuing professional development I would like to attend this one day conference being held on **<Date>** at **<Location>** which counts towards **<Amount of CPD hours (can find on why attend tab)>** hours of participatory CPD.

This conference will bring together nurses of all levels of experience, to learn the latest developments and share best practice in the field of **<Type of nursing practise e.g. fertility>** nursing practice.

This conference will give me the opportunity to reflect on what I can do to improve how I work and I will return to the workplace inspired, with fresh ideas and knowledge to share with the team. This learning will ultimately help to improve standards within our organisation and thereby patient care / outcomes.

The information, learning and contacts I will gain at the conference are unrivalled and are simply impractical to find either online or at any other comparable event. I feel that by supporting my attendance at the workshop it demonstrates **<Insert organisation name>** commitment to my continuing professional development and to furthering standards of patient care.

The detailed cost breakdown is listed in the table below.

|  |  |
| --- | --- |
| Delegate conference fee- including refreshments/lunch | £ |
| Travel cost  | £ |
| Accommodation cost | £ |
| Other | £ |
|  |  |
| **Total cost** | £ |

If you would like to learn more about the **<Event name>** feel free to contact me at **<Insert telephone number>**. I would be happy to answer all of your questions. You can also find relevant information at **<Website URL>**

I look forward to your reply and thank you for your time.

Kind regards,

**<Insert Name>**