Dear [Manager’s First Name],

I would like to attend the Center to Advance Palliative Care (CAPC) National Seminar in Philadelphia, September 15-17, 2025, and hope you’ll approve this request.

The [CAPC National Seminar](https://www.capc.org/seminar/) is the top event for palliative care professionals from all disciplines and settings to network, connect, and attend a diverse array of sessions designed to advance high-quality, equitable palliative care for seriously ill patients, and their families. During the event, I will:

* Learn from top national palliative care experts, have meaningful conversations with colleagues, and build a strategy to move our program forward
* Access highly practical training in building and leveraging the interprofessional team, billing and program financing strategies, using data to demonstrate value and secure resources, optimizing referral relationships, and more
* Earn continuing education credits [Include if you are a physician: and ABIM maintenance of certification credits]
* Work toward reaching my professional development goals of [Customize]

CAPC will also offer a half-day pre-conference workshop on September 15, focused on one of three topics: health equity, billing, and leadership. I would happily attend the workshop on [topic name], as it aligns with our goal to [Customize].

I have broken down the costs of attending this event.

* [**Registration**](https://www.capc.org/seminar/registration/)**:** $[Amount: Note Member vs. Non-Member rates] | This includes cost of breakfast and lunch during the conference
* **Airfare / Train:** $[Amount]
* **Transportation (to and from hotel and airport):** $[Amount]
* **Hotel:** $[Amount] ($257/night plus tax for the Seminar group rate X # days) | The group rate saves us 54% per night
* **Meals:** $[Amount] (# days) | Includes the cost of meals not covered by CAPC
* **Total: $[Total]**

I am confident that attending this conference will add value to our team and organization, and I look forward to using what I learn to strengthen our palliative care program. You can learn more about CAPC and the Seminar at [capc.org](http://www.capc.org)/seminar.

Thank you for your consideration,

[Your Name]