**<Date>**

Dear **<Supervisor’s name>,**

I would like to attend the 2023 Healthcare Businesswomen’s Association (HBA) Annual Conference (6-8 November in Chicago, IL) so that I can:

* Be inspired by courageous and forward-thinking leaders who embody the spirit that anything is possible
* Recognize the unique, valuable assets I bring to the causes of gender and health equity
* Discover innovative ways to create new possibilities for myself, our company, and our industry
* Celebrate and learn from this year’s Advancement. Commitment. Engagement. (ACE) Award-winning initiatives that have fostered a more equitable and inclusive community for women in the industry – so that I can bring new ideas back to our organization!

Since 1999, this conference has brought together women and men from around the world and at all stages of their careers to improve or learn vital skills, share leadership insights, and further develop and refine leadership capabilities through expert panel discussions, small group workshops, coaching, mentoring, and other interactive formats. Over 1,000 attendees from all sectors of healthcare, including pharmaceutical, biotechnology, and medical devices, are expected to attend this year.

With the theme of “Powering the Possibilities, this year’s breakout sessions are designed to provide:

* Inspired Leadership – *focusing on the skills, knowledge, and actions needed to lead*
* Bold Practices – *featuring big actions making a lasting effect*
* Impact – *discovering how and where to leave your mark*

In addition to four inspiring [keynotes](https://hbaannualconference.org/sessions-speakers/keynotes) from forward-thinking leaders in the field and more informal learning opportunities throughout the conference, I have identified a number of [educational sessions](https://hbaannualconference.org/sessions-speakers/breakout-sessions) that will allow me to **<insert benefits of attending topic specific sessions here>.** These sessions and presentations are led by industry experts and professionals from around the world.

I am seeking your support to attend this conference. Here is the breakdown of conference costs:

* Registration fee: **<$xxxx-**[see registration details](https://hbaannualconference.org/)**>**
* Pre-conference seminar: **<$xxxx-**[see seminar options](https://hbaannualconference.org/sessions-speakers/pre-conference-seminars)**>** *(optional)*
* Ground transportation: **<$xxxx>**
* Hotel: **<$xxxx-**[see hotel details](https://hbaannualconference.org/travel-accomodations/hotel-information)**>**
* Travel: **<$xxxx** [see airline discounts](https://hbaannualconference.org/travel-accomodations/travel-discounts)**>**

The total investment associated with attending this conference is: **<$xxxx>**.

Thank you for taking the time to review this proposal. By attending the HBA Annual Conference, the opportunity to further develop my skills, gain knowledge, and establish key contacts will be a valuable investment for my professional development and what I will continue to bring to **<insert name of your organization here>.**

Sincerely,