Dear <<NAME,>>

I am reaching out to request your approval to attend the Healthcare Businesswomen’s Association (HBA) Annual Conference, scheduled for September 23-25, 2024, in Toronto, Canada.

As you may know, HBA’s event is a hub for professionals like me to enhance skills and business acumen at sessions featuring influential speakers, workshops, and coaching. Over 1,000 attendees from various healthcare sectors, including pharmaceutical, biotechnology, and medical devices, are expected this year.

The conference also serves as a call to action, inspiring attendees with actionable insights from leaders who are advancing women's progress in healthcare, providing strategies for gender equality, and uniting global advocates to accelerate parity. I’m also excited to hear—and bring back ideas—from the ACE and Aspire Award-winning initiatives that are advancing equitable workplace practices.

This year’s breakout sessions aim to empower attendees with insights on:

* Global Outlook – Exploring global trends in healthcare
* Future-Forward Practices – Highlighting cutting-edge strategies
* Transformational Leadership – Focusing on essential leadership skills

Beyond hearing from industry influencers during the keynote sessions, I have identified several educational sessions from the breakout options that align with my development goals and will allow me to bring back valuable insights and strategies to our organization.

I’m certain that by attending, I’ll enhance my skills, expand my knowledge, and connect with allied stakeholders, resulting in a win-win for my professional development and for our team at <<insert name of your organization here>>.

I look forward to hearing from you soon, so I can take advantage of the early-bird registration deadline expiring on 24 July.

Thank you for considering my request.

Best regards,

<<Name>>

**OPTION TO INSERT, IF REQUIRED:**

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

* conference registration: **<$xxxx-**[see registration details](https://hbaannualconference.org/)**>**
* pre-conference session: **<$xxxx-**[see session options](https://hbaannualconference.org/sessions-speakers/pre-conference-seminars)**>** *(optional)*
* ground transportation: **<$xxxx>**
* hotel: **<$xxxx-**[see hotel details](https://hbaannualconference.org/travel)**>**
* travel: **<$xxxx>**

The total anticipated cost associated with attending this conference is: **<$xxxx>**