Dear **[Supervisor’s name],**

I would like to attend the Wound, Ostomy and Continence Nurses Society™ (WOCN®) 50th Annual Conference in Philadelphia, PA, from June 3-6, 2018.

As a **[professional title]**, I am committed to continuing my education and advancing my professional development by learning as much as I can about the latest assessments and treatments related to wound, ostomy and continence (WOC) care. This conference is directly applicable to my work and will allow me to network with over 1,000 WOC professionals, learn about new products and services from more than 115 exhibiting companies and earn more than 18 continuing education contact hours.

These educational and engaging opportunities are related to my practice and will help **[facility/organization name]** improve patient outcomes as well as save time and money on future research. I am particularly excited about the sessions on **[insert relevant sessions]**, which as you know, **[facility/organization name]** encounters these clinical cases on a daily basis.

I am seeking sponsorship for the conference registration fee and travel expenses. Below you will find the breakdown of costs associated with the conference:

|  |  |  |
| --- | --- | --- |
| Registration Type | Early Bird Price (Wednesday, Jan 3, 2017 to Friday, Apr. 13, 2018) | On Site Price (After Friday, Apr. 13, 2018) |
| WOCN Member | $475 | $525 |
| Non-member | $625 | $675 |
| Student | $300 | $350 |
| WOCN Member (One Day) | $215 | $250 |
| Non-member (One Day) | $240 | $280 |
| Student (One Day) | $150 | $150 |

**Travel Costs**

Roundtrip Airfare to Philadelphia: **$XXX.XX [Base this figure on your location]**

**Total approximate costs associated with the conference:** **[Add all relevant numbers together]**

This conference is an excellent opportunity to hear from expert WOC nurses, develop new clinical skills, network with fellow WOC professionals and earn continuing education contact hours. Sponsoring my attendance will be a wise investment for **[name of facility/organization]**. Please consider sponsoring my attendance to the WOCN Society’s 50th Annual Conference.

Thank you for your attention. If you have any questions or concerns, you can learn more at [wocnconference.com](http://wocnconference.com/wocn2018/Public/Enter.aspx) or contact me directly for more information.

Sincerely,

**(Your name here)**