Dear [Supervisor’s Name],

I am writing to request approval to attend the 2026 HIMSS Global Health Conference & Exhibition, taking place from March 9-12 in Las Vegas. This event is the premier conference for healthcare information and technology, offering over 600 educational sessions and the opportunity to connect with thousands of industry experts and leaders.

By attending, I will gain valuable insights into the latest trends and solutions in healthcare technology, including areas such as health equity, interoperability, and digital transformation. Sessions will cover a variety of topics curated for <Job Title> like myself. Here are a few of the sessions I plan to attend:

* *Session Name*
* *Session Name*
* *Session Name*

The knowledge and connections I acquire will enable me to bring back actionable strategies to improve our operations and patient outcomes.

In addition to peer-to-peer networking sessions, I will be able to connect with 1000+ exhibiting companies. This will give me the opportunity to build relationships with vendors and discover new products that could improve our current processes. Some exhibitors I’m interested in meeting with include:

* *Exhibitor Name*
* *Exhibitor Name*
* *Exhibitor Name*

I believe the conference offers significant return on investment, not only through the professional development opportunities but also by exposing us to innovative tools and best practices that could benefit our organization. Here is a breakdown of the costs required to attend:

* Travel:
* Hotel:
* Registration Fee:
* Misc:
* Total:

Please tell me if you want to discuss this further or if more information is needed.

Thank you for considering this request.

Best regards,

[Your Name]

[Your Position]