**Subject:** Request to Attend CAPC Pre-Conference Workshop

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. As part of this event, CAPC is offering a half-day pre-conference workshop on September 15, which focuses on strategies for improving patient outcomes and program sustainability through structured quality improvement initiatives. I believe this workshop will provide essential tools and frameworks to support our organization’s goals.

During the pre-conference workshop, I will:

* Learn from experienced leaders how to develop, implement, and sustain quality improvement initiatives that address gaps in serious illness care
* Gain insights from real-world case studies on improving care delivery and patient experience while using resources efficiently
* Develop an action plan tailored to our organization’s needs, ensuring we can apply best practices to address gaps in access to, or quality of, care
* Participate in a year-long mentorship program with national experts and a peer cohort to ensure continued progress and implementation support

By attending this session, I will bring back concrete strategies to help our team enhance care delivery, improve efficiency, and align with industry best practices. Given the focus on practical, evidence-based approaches to optimizing patient care and program success, I see this as a strong investment in both my professional development and our organization's long-term strategy.

I have outlined the estimated costs below, and we can take advantage of early bird pricing if I register by April 30:

* **Pre-Conference Workshop Registration**: $[Amount: Note Member vs. Non-Member rates]
* **Seminar Registration (Optional)**: $[Amount]
* **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 the insights and tools I gain from this workshop will directly benefit our team, and I look forward to applying them to strengthen our program. You can learn more about CAPC and the Seminar at [capc.org/seminar](https://www.capc.org/seminar).

Thank you for your consideration,  
[Your Name]