

Dear [Manager Name],

I would like to request your support to attend Sigma's [Creating Healthy Work Environments \(CHWE\)](#) conference from 28-30 March 2025 in Phoenix, Arizona, USA. This event is hosted by Sigma Theta Tau International Honor Society of Nursing (Sigma), a nonprofit organization with the mission of developing nurse leaders anywhere to improve healthcare everywhere.

At CHWE, I'll have the opportunity to engage with nurses from around the world, at all levels of expertise, who are seeking the same goal—to build a healthier workplace for all. Key features of this event include:

- Leading evidence from my peers with actual resources I can bring back to discuss with our organization's key stakeholders
- Inspirational sessions from industry experts, including award-winning mental health author Tim Cunningham and recipients of the 2024 Healthy Work Environment Awards that are recognized for their innovative and successful workplace adaptations in clinical and academic settings
- Special networking events and collaborative sessions where I can share my ideas and learn from others
- Opportunities to meet with existing and new partners and vendors that I can connect with to help advance our work environment
- [Insert your additional reasons here, if applicable]

I'm eager to attend CHWE to gain the tools, inspiration, and network I need to implement strategies that foster a happier, healthier workforce at [insert organization's name]. This year's theme, *From Surviving to Thriving: Transformation to a Healthy Work Environment*, focuses on strengthening the nursing profession by improving mental health and well-being so that more nurses can stay and thrive in their careers. I know others and I at [insert organization's name] could benefit from this.

I hope you will approve my registration fee and travel expenses. Here is an estimated breakdown of the costs:

Registration fee: \$

Airfare: \$

Hotel: \$

Transportation: \$

Meals: \$

To [help with these expenses](#), Sigma offers a discounted room block at the Sheraton Phoenix Downtown and an airline discount code. Additional savings are available for early registration.

Please accept this letter as my proposal to attend CHWE this year. I'm confident it will give me fresh ideas and practical tools to make a real impact on our organization and staff and enhance the exceptional care we provide.

[Your standard close]