

[DATE]

Dear [SUPERVISOR’S NAME],

I am writing to obtain your approval to represent [YOUR ORGANIZATION’S NAME] at the 2024 American College of Surgeons Quality and Safety Conference, which will take place July 18–22, 2024, in Denver, Colorado.

The theme for this year centers on value: discovering value within oneself, recognizing the value of collaboration, and measuring the value of quality and safety. In addition to three full days of educational content, I can attend one of three workshops before the conference. All prices are listed below for your consideration. The general sessions will convene the world’s best in surgical QI. The breakout sessions will cover everything I need to know about ACS Quality and Programs, the fundamentals for QI, and will provide actionable steps to implement into the day-to-day processes at our institution.

While attending Quality and Safety Conference, I hope to achieve the following goals:

* [INSERT YOUR FIRST GOAL HERE]
* [INSERT YOUR SECOND GOAL HERE]
* [INSERT YOUR THIRD GOAL HERE]

Below are the estimated costs:

* [REPLACE WITH **ONE** OF THE FOLLOWING; REMOVE OPTIONS NOT CHOSEN]
	+ Registration fee: $375 [ACS QUALITY PROGRAM PARTICIPATING HOSPITAL]
	+ Registration fee: $615 [NON-PARTICIPATING HOSPITAL]
	+ Registration fee: $95 [MEDICAL STUDENTS, RESIDENTS, AND INTERNS]
* [REPLACE WITH **ONE** OF THE FOLLOWING; REMOVE OPTIONS NOT CHOSEN]
	+ QI Basics Preconference Workshop: $279
	+ Learning from Failure in QI Preconference Workshop: $125
	+ Statistics and Clinical Fundamentals Preconference Workshop: Free
* An average of $249 + tax per night for lodging booked through the ACS
* [INSERT AVERAGE FLIGHT COST FROM YOUR LOCATION TO DENVER, CO)

Included in the registration fee are all general sessions, breakout sessions, breakfasts, lunches, two social networking events, and continuing education credits.

I believe the knowledge I will gain and the relationships I will build at QSC are invaluable and well worth the investment. Thank you for your consideration.

Sincerely,

[YOUR NAME]