[Insert Date]

Dear [Immediate Supervisor/Manager],

The ARN REACH 2019 Virtual Conference takes the most sought-after educational sessions from REACH 2019—the foremost educational event for those in the rehabilitation nursing specialty—and makes them conveniently available to attend from work or home.

I believe my participation is critical to bringing new ideas and approaches to our organization, and I am requesting approval and support to attend. Attending ARN's Virtual Conference will allow me to bring education back to you and our colleagues without having to also request reimbursement for hotel, flight, and meals!

The conference begins on November 7 at 8am Eastern, and ends on November 9 at 11:30am Eastern. I am requesting to attend the Virtual Conference to learn from experts and innovators on anticipated trends in rehabilitation nursing, changes to rules and regulations, and solutions to challenges we experience. I have the opportunity to earn 12.75 Contact Hours (CH) for conference sessions and up to 15 CH for Posters.

I plan to attend the following live-streamed sessions to strengthen my professional skills and talk directly with the experts. **[Summarize the sessions you plan to attend as well as the learner outcomes and how they will benefit you, your team, and your facility; attach a separate page if necessary.]**
_____
_____
_____
_____

This investment will pay off in more effective practices, evidence-based solutions, and new insights. Upon completion, I will provide a summary of key takeaways and recommended actions for our unit/facility.

I would appreciate your approval of this request and will work to ensure we obtain the full value out of this educational opportunity.

Sincerely,

[Your Name]

Please see the attached fee breakdown for details on the conference cost.

Projected Costs Worksheet:

Virtual Conference Registration – Up to 12.75 CH $ xx.xx
$320 member vs. $470 nonmember

ePoster Evaluations – Up to 15 CH
No additional fee

TOTAL INVESTMENT   **$ xx.xx**

Join ARN, then Register: Join ARN and save $20 when you join and register! **(You must first join, then register for the conference.)**