



Dear _____ :

I enthusiastically request your support to attend Emergency Nursing 2024, taking place on Sept. 4–7 in Las Vegas, Nevada.

Emergency Nursing 2024 is the premier event for emergency nursing education, networking and advocacy. By attending Emergency Nursing 2024, I'll have access to more than 100 educational sessions representing the best clinical education for emergency nurses, in addition to inspiring special, interactive sessions and many formal and informal opportunities to connect with our professional community and experts in the field. I will share this new knowledge with our unit and apply it in my practice for better patient outcomes.

This year, Emergency Nursing 2024 is offering the following educational sessions that are directly tied to our unit's strategic initiatives, _____, including:

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I also want to improve my practice and competencies in _____ through the following sessions:

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Additionally, Emergency Nursing 2024 provides me the opportunity to learn about new products and education from _____ in the Experience Hall. I look forward to bringing back valuable insights, innovations and best practices to staff in our unit.

I hope you will approve my registration fee and travel expenditures. Here is an estimated breakdown of the costs and the dates in which I am requesting time off:

Registration fee: \$
Airfare: \$
Hotel: \$
Transportation: \$
Meals: \$

Time off request:

Attending in Person
Attending via Digital Access

Please accept this letter as my proposal to attend Emergency Nursing 2024 this year. Thank you for your consideration of my request.