Dear **[Supervisor’s name],**

I would like to attend the National SPHM Education Event, a premiere event for safe patient handling professionals hosted by Association of Safe Patient Handling Professions in location, DDMMYY.

As a **[professional title]**, I am committed to continuing my education and advancing my professional development by learning about the latest assessments and tools related to safe patient handling and mobility (SPHM). This event is directly applicable to my work and will allow me to network with hundreds of SPHM professionals, learn about new products and services from exhibiting companies and earn continuing education contact hours.

The educational opportunities that will be offered at the National SPHM Education Event relate to my practice area and will help **[facility/organization name]** improve patient outcomes, address ways to decrease caregiver injury and workers compensation costs, as well as impact SPHM and safety initiatives. I am particularly excited about the sessions on **[insert relevant sessions]**, which as you know, **[facility/organization name]** encounters these clinical cases and safety issues daily.

I am seeking sponsorship for the event registration fee and travel expenses. Below you can find the breakdown of costs associated with the event: FILL IN THE COST

|  |  |  |
| --- | --- | --- |
| Registration Type | Early Bird Price | On Site Price |
| ASPHP Member | $XXX | $XXX |
| Non-Member | $XXX | $XXX |
| ASPHP Member (One Day) | $XXX | $XXX |
| Non-member (One Day) | $XXX | $XXX |

**Travel Costs**

Roundtrip Airfare **$XXX.XX [Base this figure on your location]**

**Total approximate costs associated with the conference:** **[Add all relevant # together]**

This event is an excellent opportunity to learn from industry experts, develop new clinical skills, network with fellow SPHM professionals and earn continuing education contact hours. Sponsoring my attendance will be a wise investment for **[name of facility/organization]**. Please consider sponsoring my attendance to the National SPHM Education Event. If you have any questions about the event, you can learn more at [asphp.org](http://www.asphp.org/) or contact me directly for more information. Thank you for your attention and time.

Sincerely,

**(Your name here)  
(Your professional title here)**