This version emphasizes how attending the conference aligns with both personal and organizational goals, making it easier for employers to approve funding.

**Dear [Supervisor’s Name],**

I would like to request your support in attending the [Year] National Safe Patient Handling and Mobility (SPHM) Education Conference, hosted by the Association of Safe Patient Handling Professionals (ASPHP) in [City, State, Dates]. This premier event brings together industry leaders and practitioners, offering valuable insights and tools directly applicable to improving our SPHM initiatives.

As a [Your Job Title], I am committed to advancing my skills and knowledge in safe patient handling. Attending this conference will allow me to:

* **Gain up-to-date knowledge** on SPHM strategies, assessments, and technologies that can improve patient outcomes and reduce caregiver injury.
* **Network with hundreds of professionals** in our field to exchange best practices and lessons learned.
* **Explore the latest products and services** from top companies in the SPHM industry.
* **Earn continuing education credits** that directly contribute to my professional development.

The topics covered at the conference are highly relevant to our facility’s goals, particularly in enhancing patient safety, reducing workplace injuries, and managing workers’ compensation costs. I am especially interested in attending sessions on [Insert Relevant Sessions], which align with the clinical challenges we regularly face at [Facility/Organization Name].

Here is a breakdown of the estimated costs associated with my attendance:

* **Conference Registration**:
  + ASPHP Member (Early Bird): $XXX
  + ASPHP Member (On-Site): $XXX
  + Non-Member (Early Bird): $XXX
  + Non-Member (On-Site): $XXX
  + One-Day Member: $XXX
  + One-Day Non-Member: $XXX
* **Travel Costs**:
  + Roundtrip airfare to [City]: $XXX
  + Accommodation for [X nights]: $XXX
  + Meals and transportation: $XXX

**Total Estimated Costs: $XXX.XX**

Investing in my participation will not only enhance my professional growth but will also benefit [Facility/Organization Name] by supporting our ongoing SPHM and safety initiatives. The knowledge and skills I will bring back can be applied immediately to improve safety protocols, reduce injury risks, and contribute to more effective patient care.

Thank you for considering this request. Please let me know if you require any further information. You can find more details about the event at [asphp.org](http://asphp.org), or I am happy to provide additional details as needed.

Sincerely,  
[Your Name]  
[Your Professional Title]