Dear [insert supervisor’s name]:

In order to further my professional development and provide [insert your organization] with the latest information about today’s healthcare environment, I would like to attend the Washington Association Medical Staff Services (WAMSS) Annual Educational Conference, April 26-28, 2023 in Airway Heights, WA (near Spokane). The WAMSS Educational Conference is an opportunity to attend a variety of informative sessions, to gain valuable continuing education credits toward renewing my certification [if applicable], and networking events that will expand my knowledge base and widen my professional network.

Attending the WAMSS Annual Educational Conference will benefit both our organization and my personal professional advancement. Some of the presentation topics include credentialing and privileging, payor enrollment, regulatory compliance, legislative updates and legal issues, leadership and professional development. The sessions are facilitated by industry experts as well as medical services colleagues whose expertise derives from years of professional experience.

The sessions that are of particular relevance for our work environment include:

[Please insert the session descriptions that most apply to your responsibilities. The list of sessions will appear on the WAMSS website when available.]

For your knowledge, please see below the breakdown of [conference costs](http://www.namss.org/Education/NAMSS39thEducationalConferenceandExhibition/RegistrationInfo.aspx): [For more information, see our website or the upcoming conference details.]

* Registration fee for attending the primary days of the Conference is $450
* Northern Quest Resort, Airway Heights, WA lodging is $135 a night
* transportation costs
* cost of meals

The knowledge and resources that I will obtain from the WAMSS Annual Conference will help me provide a higher level of support [insert your organization] in the advancement of patient safety.

Thank you for the consideration of my request.

Sincerely,

[Insert your name here]