**<Date>**

Dear **<Supervisor’s name>,**

I would like to attend Healthcare Businesswomen’s Association 2018 European Leadership Summit, to be held 11 – 12 October 2018 in Berlin, Germany.

This conference has brought together women and men from around the world and at all stages of their careers to improve or learn vital skills, share leadership insights, and further develop and refine leadership capabilities through expert panel discussions, small group workshops, coaching, mentoring and other interactive formats. There will be attendees from all sectors of healthcare including pharmaceutical, biotechnology, medical devices.

The 2018 conference includes sessions on:

* Leadership development
* Business and industry acumen
* Career
* Networking

At this event, I have identified a number of presentations of interest, which include **<insert presentations of interest here>.** These sessions and presentations are led by industry experts and professionals from around the world.

I am seeking your support to attend this conference. Here is the breakdown of conference costs:

* conference registration: **<$xxxx-**[**see registration details**](https://my.hbanet.org/MyHBA/EventDetails.aspx?MeetingID=F73864E1-9418-E711-A8BD-0050569C00A7)**>**
* ground transportation: **<$xxxx>**
* hotel: **<$xxxx>**
* airfare: **<$xxxx>**

The total anticipated cost associated with attending this conference is: **<$xxxx>**.

Thank you for taking the time to review this proposal. By attending the Healthcare Businesswomen’s Association European Leadership Summit, the opportunity to further develop my skills, gain knowledge and establish key contacts will be a valuable investment for my professional development and what I will continue to bring to **<insert name of your organization here>.**

Sincerely,