

[Date]

Dear [Supervisor's Name],

I am reaching out to request your approval to attend the **American Hospital Association's 2026 Healthier Together Conference**, which will take place in **Dallas May 12-14**. I believe that attending this event could be an excellent opportunity for both my professional growth and the overall success of [Organization Name].

The Healthier Together Conference is the premier gathering for leaders focused on promoting data-driven strategies to expand access to care, advancing person-centered interventions, strengthening hospital-community partnerships, and exploring collaborative solutions to reduce disparities in health outcomes and bolster resilience in the health care field.

By attending, I'll gain hands-on insights and learn innovative approaches that I can directly apply to our current initiatives, especially as we continue to focus on [insert relevant project or goal].

Given our current focus on [specific project or area], our strategic priorities align well with the Healthier Together Conference's content areas:

- **Reducing disparities in health outcomes** to drive better health for all.
- **Leading practices in data assessment and analytics** to identify and prioritize actions to address population and community-level health needs.
- **Care delivery transformation** to better meet the health and health-related social needs of various populations (e.g., maternal and child, older adults) by bringing care to the community.
- Building and maintaining successful **partnerships with public health and community-based organizations** to improve health outcomes and invest in the conditions that drive health and well-being.
- **Engaging patients and communities** in co-designing health programming and interventions.

I hope to achieve the following objectives at the conference, each of which aligns with our team's goals:

- [Goal 1]
- [Goal 2]
- [Goal 3]

To make budgeting easier, I've broken down **the estimated cost of my attendance** at the conference:

- Registration Fee: [Insert Cost]
- Travel Expenses: [Insert Cost]
- Accommodation Expenses: [Insert Cost]
- Additional Expenses (meals/local travel, etc.): [Insert Cost]
- **Total Cost: [Insert Total]**

I'm committed to ensuring that my attendance benefits our entire team. After the event, I will compile and share a summary of key takeaways, tools and recommendations for how we might apply them within our department and broader organization.

For more information about the AHA's Healthier Together Conference, you can visit

<https://healthiertogether.aha.org>.

Thank you for taking the time to consider my request. Let me know if you'd like to discuss this further or if I can provide any additional information.

Have a great day,

[Your Name]