[Date]

Dear [Supervisor],

As part of my professional development goal to expand my knowledge of the latest innovations, data and trends in osteopathic medicine, I would like to attend Educating Leaders 2024, the AACOM Annual Conference. The conference will take place in Kansas City, Missouri, from April 17-19. I am seeking sponsorship for the cost of attending the conference. A detailed cost breakdown is included below.

This event is the premier conference for individuals involved in osteopathic medical education and is attended by hundreds of osteopathic medical education leaders from across the U.S. The topics covered at the conference will aid in my professional development and include diverse and culturally competent workforce, workforce wellness, learning and curriculum, transition to residency, GME programs and osteopathic training, leadership and faculty development, osteopathic healthcare delivery, osteopathic representation, voice and influence and networked/shared solutions.

I plan to attend educational sessions that are directly applicable to our work here at [Insert name of workplace], and I will have opportunities to network with colleagues who are implementing innovative solutions to challenges we face at [Insert applicable: college/institution/university/GME training center/etc.].

**If I attend, I will have the opportunity to:**

* Receive CME credits
* View presentations from OME thought leaders
* Network with colleagues
* Visit the exhibit hall to learn about the newest products and latest trends in the OME community that could be useful for our institution

**Costs:**

* Conference Registration: [Choose one]
  + In-person (Early Bird): $850 (before January 11, 2024)
* Travel: $ [Insert applicable cost to travel to Kansas City. MO from your location]
* Hotel Accommodations: $239/night plus tax
* Meals: $ [Insert applicable cost for meals based on the duration of your travel]

*Total Cost: $ [Add above numbers for a total cost]*

Sincerely,

[Your name here]