TO: [Supervisor’s Email]

FROM: [Your Email]

DATE:

RE: [Staff Development] Censis Technologies Users Conference (CtUC) 2020

Dear {INSERT SUPERVISOR’s NAME},

I am reaching out to ask for your support in attending Censis Technologies Users Conference (CtUC), the largest surgical asset management users conference August 16-19th, 2020 in Nashville, TN.

This three-day conference offers the most CEs in the industry (16+ CE credits); from receiving hands-on competency training to breakout sessions, there is no other conference that brings together our community of surgical asset management experts using solutions in the Censis portfolio.

The greatest difference CtUC 2020 provides me is the concentrated and focused time to immerse myself in our surgical tracking system, with dedicated time to meet with our Client Manager and learn from other departments and professionals.

**At a total cost of about $XXX**, it's the most cost-effective way to ensure that we’re getting the most from our investment in Censis solutions and should result in an immediate return on investments (ROI). In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

• [Add project or initiative]

• [Add project or initiative]

• [Add project or initiative]

**The greatest benefit of all** in attending CtUC 2020 are the learning tools, videos and post-conference materials I have access to from my attendance. I will be able to bring what I’ve learned back and present throughout the year to the department, as well as, to you and the rest of the management team.

Given our industry’s climate of consistent change, being a part of conferences that offer tangible ROIs are few and far between. I look forward to discussing this opportunity further with you in an effort to progress our department through education.

Sincerely,