

Dear {INSERT SUPERVISOR’s NAME},

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Re: Censis Technologies Users Conference (CtUC) 2020

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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]

In addition to 15+ breakout and general sessions with Censis customers, partners, and industry experts, I will also have the opportunity to interact with Censis employees. The opportunity to meet face-to-face with Censis employees and build our relationship is invaluable, and something that I can leverage across the projects I am running this next year.

The greatest benefit of all in attending CtUC 2020 are the learning tools and post-conference materials I will 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.

Thank you for considering this request. I look forward to your reply.

Regards,

[Your Name]