Dear [Supervisor’s Name],

I’d like to request your approval to attend the 2025 Healthcare Interactive Conference (HCIC), November 9-12 in Las Vegas.

Staying current on industry trends and strategies is essential to making sure our marketing efforts remain effective and engaging.

HCIC is focused on digital marketing, communications and patient engagement in healthcare. This three-day conference brings together more than 800+ healthcare marketing leaders to share real-world insights, best practices and actionable tools.

**Here’s why attending HCIC is a strategic investment:**

**1. Direct alignment with our priorities**  
I’ve identified several sessions that directly support our initiatives:

* *[Insert Session Title]* – [Brief description and how it applies]
* *[Insert Session Title]* – [Brief description and how it applies]
* *[Insert Session Title]* – [Brief description and how it applies]

**2. Learn from peer-tested strategies and case studies**  
This event emphasizes real-world results over theory. I’ll gain insights from other healthcare organizations about what’s working in campaign performance, digital engagement and effective resource allocation.

**3. Sharing what I learned with our team**   
I’ll write a list of key takeaways and share them in a debrief report or team presentation after the event. I’ll also have access to all conference session recordings and speaker materials.

**Estimated Costs:**

* **Registration (if I register by 9/19/25):** $[XXX]
* **Hotel:** $[XXX]
* **Airfare:** $[XXX]
* **Transportation:** $[XXX]
* **Meals:** $[XXX]
* **Total:** $[XXX]

Thank you for considering this request. Please let me know if you need any additional information.