**< date >**

Dear **< insert employer’s name or salutation >**,

I seek your support to attend the annual Illinois Association of School Nurses Conference, an exceptional learning event for Illinois school nurses. It brings school nurses from across Illinois together to network and receive necessary professional development.

At a distinguished conference like this, you can be assured that my attendance will benefit our school community. Evidence-based approaches to keep students healthy and in school are a major component of the agenda. Nursing interventions for students with chronic health conditions will also be addressed. These reasons stand out, but please let me know if I can share more with you.

I would like to attend **[insert your choice: 1 or 2 Day In-Person IASN, or 1-day Virtual IASN]** and respectfully request assistance with the registration fee and related costs.

Conference dates are **<insert In-Person: October 25-26, 2024 | Bloomington, Illinois; Virtual October 25, 2024 | Online>**.

The estimated cost to attend is **<insert the total cost from the calculation further down in this letter>**. If I register by September 23rd, the early registration rate applies.

**Registration Fee and Related Costs**

* **Conference Registration** [insert the registration fee that applies to you from page 4 of this toolkit]
* **Roundtrip Airfare:** [insert estimated cost]
* **Transportation costs:** [insert additional or alternate transportation costs such as shuttle, tram, parking]
* **Lodging:** $219 Single/Double occupancy | $244 Triple occupancy | $269 Quadruple occupancy (plus applicable taxes, service fees, and hotel-specific fees) X [insert the number of nights] nights = [insert estimated cost]
* **Meals:**  [insert an estimate] IASN provides meals during the conference.
* **Other expenses:** [insert estimated costs not already suggested]

Thank you in advance for your consideration of this request. I would be so grateful to make this investment in the health and education of our students.

Sincerely,

**< your signature >**