

Dear [Manager Name],

I would like to request your support to attend Sigma's [48th Biennial Convention](#) from 8-11 November 2025 in Indianapolis, Indiana, USA. This event is hosted by Sigma Theta Tau International Honor Society of Nursing (Sigma), a nonprofit organization with the mission of developing nurse leaders anywhere to improve healthcare everywhere.

At convention, I'll have the opportunity to engage with nurses from around the world, at all levels of expertise, who are conducting cutting-edge research. Key features of this event include:

- Presentations that align with my work in [emerging technologies, advances in education, promoting clinical outcomes]
- Sessions discussing cultural context and care, global health issues and ethics, and interprofessional global collaborations
- Special networking events and collaborative sessions where I can share my ideas and learn from others
- Election of officers for Sigma's board of directors
- [Insert your additional reasons here, if applicable]

I'm eager to attend convention to gain global insight, find motivation for future research, and keep up with the latest trends in nursing that I can bring back to [insert organization's name]. This year's event focuses on Sigma's 2023-2025 organizational call to action, *represent*. This call challenges nurses to represent the best of our individuality and shared contributions to the profession in three ways: Reflect, Respect, Respond. I know others and I at [insert organization's name] could benefit from this.

I hope you will approve my registration fee and travel expenses. Here is an estimated breakdown of the costs:

Registration fee: \$

Airfare: \$

Hotel: \$

Transportation: \$

Meals: \$

To [help with these expenses](#), Sigma offers a discounted room block at the JW Marriott and an airline discount code. Additional savings are available for early registration.

Please accept this letter as my proposal to attend Sigma's biennial convention this year. I'm confident it will infuse new ideas for research and provide a fresh, global perspective for future initiatives.

[Your standard close]