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**Why You Should Send Me to RL Palooza 2018**

**To:**

**From:**

**Subject:** RL Palooza 2018

Hi **[Insert Manager Name]**,

I’m writing to ask for approval to attend RL Palooza, RL Solutions’ annual user group conference July 17 – 20 in Orlando, Florida. RL Palooza is 4 full days of hands-on training, networking with RL Solutions staff & other users, sessions from experts at leading healthcare organizations and presentations on strategies for handling our most critical **[patient safety/quality & risk management/patient feedback/infection control/claims management]** issues.

At the conference, I can attend sessions that are directly applicable to our ongoing **[patient safety/quality & risk management/patient feedback/infection control/claims management]** projects, including:

* **[add project or initiative]**
* **[add project or initiative]**
* **[add project or initiative]**

***And/Or (for our veteran RL Palooza attendees)…***

After attending RL Palooza last year, I was able to accomplish the following:

* **[add project or initiative]**
* **[add project or initiative]**
* **[add project or initiative]**

To get a better idea of the types of sessions that will be available, you can take a look at last year’s agenda.

This conference will be a great learning experience. I’ll gain knowledge of how best to utilize the product, gain hands-on training and hear from leading industry speakers. Plus, I’ll learn how to implement and use the latest features at the training sessions. I’ll also develop better contacts and build a community with **[Risk Managers/Patient Safety Officers/Patient Advocates/Claims Managers/Infection Preventionists/Quality Managers/Executives]** at other healthcare organizations. This will pay off through streamlined practices, proven healthcare safety initiatives and a network of peers to call upon when troubleshooting.

**Here is an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare (round trip) | $XXX |
| Transportation [Cab from airport to hotel is approximately $40] | $XXX |
| Hotel (4 nights at the Yacht & Beach Club @ $209USD/night plus taxes) | $836.00 |
| Early Bird Registration Fee (until March 16th) | $999.00  |
| **Total** | $XXX |

I will submit a post-conference report that will include my major takeaways and recommended actions to maximize our current investment in RL Solutions software.

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

Regards,

**[Your name goes here]**