



Justification letter: customize this template and share it with your supervisor!

Date:

RE: CME Opportunity in

Dear

I am writing to request permission to attend a CME conference, **Skin, Bones, Hearts & Private Parts**, which specializes in high-quality education for physician assistants, nurse practitioners, and physicians.

Skin, Bones, Hearts & Private Parts is a fully accredited CME conference that has been delivering education for 10 years. Courses are led by medical experts and explore best practices and new research that are important for my position as

The course topics include:

- Cardiology & Emergency Medicine
- Dermatology
- Diabetes
- Orthopedics
- Pain Management
- Women's Health
- Plus additional tracks in Pharmacology & Pain Management, Diabetes and more!

I'm interested in attending the program, specifically to learn more about

Attending gives me time to renew my skills and to earn up to CME credits and APRN Pharmacology credits. Plus, a portion of every registration goes towards scholarships for the Turn it Up! Foundation, which provides funding to deaf and hard of hearing children for musical pursuits such as piano lessons, musical instruments, and more.

Once I return from the conference, I will share the information that I learned with our team, thus giving everyone the opportunity to see what's new in patient care.
Thank you for considering support of my attendance.

Sincerely,



Attendee Expense Worksheet

Expense	Cost Savings Tips	Costs
Registration for four days of CME	Super Saver and Early Bird Registration offer the best prices.	Super Saver: \$867 Early Bird: \$927
Cost per credit hour	This is a great way to earn up to CME credits and APRN Pharmacology credits.	\$33-\$46 per credit
Hotel	Booking at the host hotel will save me time and money.	
Travel	Book early for best rates.	
Parking		Varies at each location
Breakfast	Included every day if I stay at the host hotel.	\$0
Lunch	Lunch & Learns at select locations for one day only.	\$0
Beverage service & snacks	Included each day of conference	\$0
Live Streaming	Included in the cost of registration, providing flexibility for learning the coursework.	\$0
Membership dues	Not required	\$0