{Date}

Dear (Manager, Administrative Executive, etc.):

**SUBJECT: CSGNA National Conference Value Letter**

Continuing education is essential for the promotion and advancement of excellence in the provision of safe gastroenterology care for patients, professional growth and for the progression of gastroenterology professional practice at regional, provincial, national & international levels. CSGNA professionals are the leader in gastroenterology practice & patient safety through a strong, unified national association that enhances and advances the practice of gastroenterology nurses & associates. The latest standards and best practices help to ensure patient safety, infection prevention, and exemplary customer service remain a top priority.

The CSGNA National Conference, {insert date}, held at the {insert location, city & province} will touch on these essentials. Hundreds of gastroenterology nurse professionals from Canada attend this leading educational conference. Over the course of three days, CSGNA professionals of all backgrounds and experience levels are educated on a wide array of timely and pertinent subjects impacting the discipline, and are given the tools they need to immediately apply valuable, practical knowledge in their respective institutions.

The National Conference will feature discussion forums, informative exhibits, learning annexes, and several networking opportunities that will allow attendees to share insights and best practices with peers, and gather useful information from leading industry experts.

I believe many of these sessions will be of significant interest/benefit to our department. I also welcome additional suggestions to help make the most of my attendance. I hope you will agree that my attendance at the CSGNA 2019 National Conference will be of great value to my department, institution and the patients in our care. Please let me know if you have any questions or concerns, or require additional information.

I have included a document with an expense breakdown for your review. Thank you for considering my request, and I look forward to discussing the opportunity further.

Thank you for your time and consideration.

Sincerely,

(Signature)

(Name)

|  |  |  |
| --- | --- | --- |
| **Expenses** | **Recommendations for Costs Savings** | **Costs** |
| Conference Registration |  | $ |
| Flight |  | $ |
| Accommodation | CSGNA host hotel, {Hotel Name}, offers discounts and reduced-rate hotel rooms. {insert rate} per night. | $ |
| Transportation | {insert travel costs from the airport to the hotel}  | $ |
| Meals | Full Registration includes: all breakfasts, lunch, breaks & reception. | $ |
|  | **TOTAL** | $ |