

[date]

Dear **[your supervisor's name]**:

To help provide **[your facility]** and our patients with the most current knowledge and skills in treating those with kidney disease, I would like to attend the National Kidney Foundation's Spring Clinical Meetings **[enter date and location]**. This conference offers more than 140 sessions, 350 poster presentations, and 80 exhibits that address all aspects of kidney care.

The following are some of the sessions that would be of particular relevance:

[List sessions that will provide the greatest benefit to your facility. The list will appear in the program section of the website in October]

NKF is offering a special advance registration fee as well.

[List transportation costs, registration fee, meals, and the price per night of the hotel room.]

Attending the NKF's Spring Clinical Meetings presents a unique opportunity to learn the latest best practices from experts in all aspects of nephrology, which will enable me to provide better care for my patients. I will be able to pass on much of what I learn to my colleagues on the unit and my notes and copy of the speaker presentations will be available for reference. Thank for your consideration of this request.

Sincerely,

[your name]