Dear **[INSERT SUPERVISOR’S NAME]**,

I would like to discuss the opportunity for me to attend IAFN’s 2019 International Conference on Forensic Nursing Science and Practice. This conference is the premier event for the field of forensic nursing. Each year one thousand forensic nursing professionals come together for executive-level conference sessions, exclusive networking opportunities, hands-on demonstrations, and continuing education hours.

In addition, there will be 80 live educational sessions, 15 evidence-based research presentations, seven interactive workshops and four keynote presentations within these educational areas:

* Administration and Leadership
* Sexual Assault Nurse Examiner
* Pediatric Sexual Assault Nurse Examiner
* General Medical Forensics
* Intimate Partner Violence
* Death Investigation
* Working with Multidisciplinary Teams
* Psychiatry and Corrections
* Testimony and Court Proceedings

**[INCLUDE IF YOU ATTENDED LAST YEAR]** Last year I attended **[LIST SESSIONS HERE]**, where I learned how to make improvements to our practice **[LIST IMPROVEMENTS/INNOVATIONS HERE].**

I believe that the conference would be extremely valuable for me to attend and would help me to achieve our forensic nursing program goals and my professional goals. It’s a great opportunity for me to learn best practices, discover new products and solutions for our facility, and earn contact hours.

The conference takes places September 11-14, 2019, in New Orleans, LA. The cost of the trip would be my conference registration, and travel, including a hotel for four nights. I believe my attendance at IAFN’s 2019 International Conference on Forensic Nursing Science and Practice is a wise investment for the organization that will pay off with the many benefits of attending.

Please let me know if you have any other questions about the conference.

Sincerely,

**[INSERT NAME]**