Dear **[Supervisor’s name],**

I would like to attend WOCNext 2021, a premiere nursing event hosted by the Wound, Ostomy and Continence Nurses Society™ (WOCN®) in Orlando, FL from June 27-30, 2021.

As a **[professional title]**, I am committed to continuing my education and advancing my professional development by learning about the latest assessments and treatments related to wound, ostomy and continence (WOC) nursing care. This event is directly applicable to my work and will allow me to network with over 2,000 professionals, learn about new products and services from more than 150 exhibiting companies and earn more than 20 contact hours.

The educational opportunities that will be offered at WOCNext relate to my practice area and will help **[facility/organization name]** improve patient outcomes, as well as save time and money on future research. I am particularly excited about the sessions on **[insert relevant sessions]**, which as you know, **[facility/organization name]** encounters these clinical cases on a daily basis.

I am seeking sponsorship for the event registration fee and travel expenses. Below you can find the breakdown of costs associated with the event:

|  |  |  |
| --- | --- | --- |
| Registration Type | Early Bird Price(Wednesday, January 6, 2021 to Friday, May 14, 2021, Midnight EST | On Site Price(After Friday, May 14, 2021) |
| WOCN Member | $475 | $525 |
| Non-Member | $625 | $675 |
| Student | $300 | $350 |
| WOCN Member (One Day) | $215 | $250 |
| Non-member (One Day) | $240 | $280 |
| Student (One Day) | $150 | $175 |
| Accompanying Guest | $150 | $150 |

**Travel Costs**

Roundtrip Airfare to Orlando: **$XXX.XX [Base this figure on your location]**

**Total approximate costs associated with the event:** **[Add all relevant numbers together]**

This event is an excellent opportunity to learn from industry experts, develop new clinical skills, network with fellow WOC nursing professionals and earn contact hours. Sponsoring my attendance will be a wise investment for **[name of facility/organization]**. Please consider sponsoring my attendance to WOCNext 2021. If you have any questions about the event, you can learn more at [wocnext.org](https://www.wocnext.org/WOCN2020/Public/enter.aspx) or contact me directly for more information. Thank you for your attention and time.

Sincerely,

**(Your name here)
(Your professional title here)**