

[Date]

Dear [Supervisor],

As part of my professional development goal to expand my knowledge of the latest innovations in ENT medicine, I would like to attend the *ENT for the Primary Care practitioner: Promoting Performance Change in Clinical Practice* CME procedures workshop. The workshop takes place at the DeBusk College of Osteopathic Medicine at LMU-Knoxville in Knoxville, TN from April 5-7, 2019. I am seeking sponsorship for the registration fee and travel expenses. A detailed cost breakdown is included below.

This workshop offers realistic learning experiences, demonstrations, hands-on skill building techniques and an opportunity for advanced level training in flexible nasolaryngoscopy. Ultimately, outcomes from the workshop training include decreasing the financial burden on patients and hospitals, reducing referrals, and improving quality and timeliness of care. The topics covered at the workshop include allergy testing, testing protocols for hearing loss and dizziness, and Osteopathic Manipulative Treatment (OMT). The workshop will aid in my professional development on ENT conditions and are directly applicable to our work here at [Insert name of workplace]. I will have opportunities to network with colleagues who share in the goal of improving the quality of patient care and who face the same challenges in primary care as we do at [Insert applicable: college/institution/university/GME training center/etc.].

**If I attend, I will:**

* Receive up to 15.75 CME credits
* View presentations from experts in the ENT community
* Network with colleagues
* Visit the exhibit hall to see new products and trends in the ENT and Primary Care community
* Receive information on implementing workshop training content into practice

**Costs:**

* Conference Registration: $400 (with early registration discounts)
* Travel: $[Insert applicable cost to travel to Knoxville, TN from your location]
* Accommodations $[Insert applicable lodging expenses]
* Meals: included in workshop registration
* Total Cost: $[Add above numbers for a total cost]

Sincerely,