**Customizable Justification Letter**

How to use: Update all highlighted sections to customize for your supervisor. Make sure to delete anything that isn’t applicable to you (these instructions included) and un-highlight before you send.

Dear [SUPERVISOR’S NAME],

I am seeking your approval to attend the American Hospital Association’s [**Accelerating Health Equity Conference**](https://equityconference.aha.org/) **in Kansas City, Mo., on May 7-9, 2024**. This conference offers educational and networking opportunities for health care professionals who advance health in America, and I believe that attending will give me the tools to propel our organization forward.

The Accelerating Health Equity Conference is taking place for the fourth consecutive year, and will bring together 1,000 front-line leaders (e.g., directors, VPs, SVPs) working in hospitals, health systems, public health and community-based organizations. Attendees typically deal with the following fields:

* Community health and investment
* Population health management
* External affairs
* Strategy and mission
* Diversity, equity and inclusion

The conference focuses on growing the knowledge base by providing tools and resources to support hospitals and community stakeholders to develop accessible and equitable health services for all.

I see the conference as an opportunity to gain inspiration, education and connections I need to be successful in my job and advance our organization’s strategic goals. I will be able to meet and network with community health professionals from around the country who focus on the same challenges we grapple with every day. I will also have the chance to explore issues such as access to health services, disparities in environmental health, aging, complex care and more.

Between the content presented in the sessions and the invaluable networking, I plan to strengthen my skills in [X], [Y] and [Z], and walk away with new knowledge in [GOAL1], [GOAL 2] and [GOAL 3]. I am particularly interested in hearing [KEYNOTE SPEAKER] share [HIS/HER] thoughts on [ISSUE] and discussing my takeaways with our team back in the office. I am confident that attending the Accelerating Health Equity Conference will also directly influence my work on [PROJECT NAME]. When I return from the conference, I will share fresh ideas and takeaways with our team, including several that I’m sure we can begin implementing immediately.

I’ve broken down the estimated cost of my attendance at the Accelerating Health Equity Conference:

Airfare/Transportation: [$ IF APPLICABLE]

Hotel/Food: [$ IF APPLICABLE]

Event Fee: [$ AMOUNT]

TOTAL: [$ AMOUNT]

The Accelerating Health Equity Conference’s registration fee has remained the same for the past four years, and I believe that at this price, the amount of quality content, workshops, networking and practical knowledge I stand to gain are incredibly worth it for our organization.

Thank you for taking the time to review this request. I look forward to hearing from you and am happy to answer any questions you may have.

Best,

[YOUR NAME]

*P.S. You can learn more about the conference by reading the* [*2023 post-event playbook.*](https://equityconference.aha.org/2023/post-event-playbook)