**[Date]**  
Dear [Supervisor’s Name],

I am reaching out to request your approval to attend the **2025 AHA Leadership Summit**, which will take place in **Nashville, TN, from July 20 to 22**. I believe attending this event could be an excellent opportunity for both my professional growth and the overall success of the **[Organization Name]** team.

This event is one of the leading gatherings for senior health care professionals, focused on advancing care delivery, improving financial performance, addressing workforce challenges and transforming the health care consumer experience. By attending, I’ll gain hands-on insights and learn new strategies that I can directly apply to our current initiatives, especially as we continue to focus on **[insert relevant project or goal, e.g., operational innovation or workforce development]**.

Given our current focus on **[specific project or area]**, this Summit aligns well with our strategic priorities. I’m especially excited about the opportunity to return with fresh perspectives, best practices and innovative ideas to support our work.

Here is a list of key sessions and topics at the event that I believe could be impactful:

* **Transforming Care Delivery** – Real-world approaches to redesigning systems of care to meet evolving community needs.
* **Strategy and Innovation** – Ideas for reimagining how we deliver care through technology, partnerships and new models.
* **Workforce and Behavioral Health** – Actionable solutions to address staffing challenges and employee well-being.

At this conference, I’m aiming to achieve the following objectives, each of which aligns with our team’s goals:

* **Explore innovative solutions that can address current challenges** in care delivery and financial sustainability.
* **Bring back practical strategies** to improve patient and workforce engagement.
* **Connect with peers and industry experts** to gain insights on trends and build relationships that may lead to collaborative opportunities.

In addition to the educational programming, the **Innovation Hub** at the Summit will offer access to sponsors showcasing solutions to help hospitals and health systems. This will provide a unique opportunity to explore cutting-edge technologies and services that could directly support our current and future needs.

To make budgeting easier, here’s an estimated cost breakdown for my attendance:  
• Registration Fee: [Insert Cost]   
• Travel Expenses: [Insert Cost]  
• Accommodation: [Insert Cost]  
• Additional Expenses (meals/local travel): [Insert Cost]  
• **Total Cost:** [Insert Total]

I’m committed to ensuring that my attendance benefits our entire team. After the event, I will compile and share a summary of key takeaways, tools, and recommendations for how we might apply them within our department and broader organization.

For more information on the AHA Leadership Summit and its offerings, you can visit: <https://leadershipsummit.aha.org>.

Thank you for considering this request. Let me know if you’d like to discuss further or if I can provide any additional information.

Have a great day,  
**[Your Name]**

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