**SUBJECT:** Requesting approval to attend HDAA 2019 Annual Conference

**Date:**  [Today’s Date Here]

**To:** [Recipient Name Here]

**From:** [Sender Name Here]

**RE:** Healthcare Data & Analytics Association (HDAA) 2019 Annual Conference

I am very interested in attending the HDAA 2019 Annual Conference being held October 22–24, 2019, in Ann Arbor, MI.

Based on the information published so far, the conference will be full of opportunities for learning new best practices and hearing about others’ project stories, accomplishments, and lessons learned. Last year, 300 data practitioners, industry leaders, and experts from across the U.S. and Canada attended this conference. I expect this year’s conference will provide excellent prospects for collaboration and networking, beginning with a Meet & Greet to be held on the evening of October 21.

The theme for this year’s conference is *the art of data and analytics*, and the agenda will include keynotes, breakout presentations, poster sessions, panels, and roundtable discussions covering many of the following topics:

* Analytics (Predictive, Descriptive,   
  and Self-Service)
* Big Data
* Business
* Data Visualization
* Governance
* Managing Health
* Process Learning
* Research
* Technical Solutions
* Tools, Methods, and Emerging Technologies

Below is a list of the expected costs for registration and travel. I am confident the conference benefits are well worth the expense. I am happy to circulate a detailed conference report upon my return, and I can make it a point to meet with other members of our team, either formally or informally, to share what I’ve learned.

* Airfare: $[Insert roundtrip fare based on city of departure]
* Transportation $45–50 (approximate, roundtrip taxi from airport to hotel)

$25–35 (approximate, roundtrip Uber/Lyft from airport to hotel)

* Hotel $Marriott conference rate from $168/night [Adjust if staying elsewhere]
* Meals\* $[Insert based on your institution’s policies]

*\*breakfast and lunch are included in the conference fee*

* Conference Fee $800 [Adjust if registering after Early Bird pricing expires on June 10, 2019]
* **TOTAL:** $[Insert total here]

If you have any questions, I can reach out to the HDAA organization to get answers. I look forward to your decision.

Sincerely,

[Your Name Here]