Dear **[SUPERVISOR]**,

In an effort to offer individualized assistance to patients with cancer, their families, and their caregivers and to help overcome health care system barriers, I am requesting to attend the 2017 *Oncology Nurse Advisor* (ONA) Navigation Summit. The conference will be held from June 15-17, 2017, in Austin, Texas, and will feature educational sessions that cover a range of topics including innovative navigation strategies; conflict management; palliative and supportive care; personalized medicine; survivorship plans and certification; and disease-specific, clinically focused sessions related to breast, hematologic, head and neck, lung, and gastrointestinal cancers. I’ve attached a PDF of the full agenda. In addition to the robust educational agenda, the Summit will also allow me the opportunity to network with other oncology navigators and learn about new products and services that may benefit our patients.

By attending the conference I will have the opportunity to earn up to 14 CNEs in a 3-day span, making it both an efficient use of our continuing education budget and time away from work. In addition, I will be able to bring back the knowledge I gain and share it with colleagues to benefit the institution as a whole

Please review the detailed breakdown of attendance costs:

* Conference fee: $\_\_\_\_\_
* Roundtrip airfare: $\_\_\_\_\_
* Transportation: $\_\_\_\_\_
* Hotel: $\_\_\_\_\_

The total approximate costs associated with attending the Summit are: $\_\_\_\_\_.

The *Oncology Nurse Advisor* Navigation Summit, which is cosponsored by the Oncology Nursing Society, is one of the only conferences focused exclusively on the needs of oncology navigators. Attending the event will allow me to grow professionally and learn how to better meet the needs of our patients. I believe it is a great opportunity to learn what other programs are doing throughout the country and see how we can implement change at our institution. Thank you for your consideration of this request. For more information on the event, visit [www.ONANavigationSummit.com](http://www.ONANavigationSummit.com)

Sincerely,

**[INSERT NAME]**