Dear **[SUPERVISOR]**,

In an effort to offer individualized assistance to cancer patients, families, and caregivers to help overcome healthcare system barriers, I am requesting to attend the Oncology Nurse Advisor (ONA) Navigation Summit in Denver, CO. The conference, held June 26-28, 2015, will feature educational sessions on growing and sustaining navigation programs, communication issues, ethical challenges, as well as disease specific navigation issues. I’ve attached a PDF of the full agenda. I will also have the opportunity to network with other oncology navigators and learn about new products and services to benefit our patients.

The conference will allow me to earn up to 13.5 continuing nursing education contact hours in a three-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

ONA recognizes the increased presence of oncology navigators in cancer centers, community hospitals and social worker settings and their significant contribution to the effective care of patients with cancer. As a result of the need for information and education that is specifically geared toward this profession, they’ve planned this navigation-specific annual Summit.

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 is one of the only conferences focused exclusively on cancer patient navigation. 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.OncologyNurseAdvisor.com/navsummit

Sincerely,

**[INSERT NAME]**