Dear [insert name]

I would like to attend the Posture & Mobility Group (PMG) Conference 2015 taking place from Monday 13th – Wednesday 15th July at the University of Leeds.

I believe that my attendance at this event will help me, and the team, to improve our service and manage change in line with current good practice. The conference will offer many opportunities to meet my personal development plan. In addition, I expect to develop new ideas, supported by evidence, for improving services on a clinical and practical basis, to meet the needs of our service users.

I have identified a number of sessions on the event’s programme that will enhance my knowledge and understanding of this specialist field of posture and mobility, and I will therefore be able to use this enhanced knowledge to improve our practice and service delivery.

The presentations are facilitated by experts in posture and wheeled mobility, and peers who have faced similar challenges to those we face. Acquiring information at the PMG Conference 2015 will greatly reduce the time and costs [your organisation's name] would normally incur when trying to collect information. The conference is the leading UK event for professionals working in the field of posture and wheeled mobility, where good practice and innovative ideas are shared by experts and peers. I have listed all the sessions that I hope to attend:

[Insert session descriptions which most apply to your responsibilities.]

As you will see, many of the sessions are tailored to [your area of practice i.e. special seating, rehabilitation engineering] and support our organisation’s aim/s: [include aim/s] I am seeking funding and study leave for the registration fee and travel expenses. The package deals to attend for both days include all meals and can include accommodation. A detailed cost breakdown is included below.

The conference fee is [£XXX + VAT – enter option you have chosen] providing I register by 1st May 2015. The price will increase by 10% after this date. Please see a breakdown of conference costs:

Conference fee: [£XXX]

Travel: [£XXX]

Accommodation: [£XXX – if staying off-site]

The total cost associated with attending the conference is [£XXX]. I believe that this funding constitutes value for money for our organisation because I will be able to disseminate the information with colleagues and facilitate improvements to the whole team’s practice, therefore benefiting the service as a whole.

I do hope you will support my application to attend the PMG Conference 2015, and I look forward to hearing from you shortly.

Yours sincerely,

[Your name]