

Dear [your supervisor's name]:

To help provide [your facility] and our patients [or customers] with the most current professional nursing knowledge and skills in nursing, I would like to attend the inaugural Cannabis Care Conference on December 4 - 6, 2019 in New Orleans, LA.

In July 2018, the National Council of State Board of Nursing published National Nursing Guidelines for Medical Marijuana, which recommends nurses should be responsible for knowing the cannabis policies and legislation in their state. The theme of this year's conference is "Cannabis Care, Nursing and Science." This conference offers concurrent sessions, panel discussions, and general sessions that address all aspects of nursing care.

The following are some of the sessions that would be of particular relevance:

[List sessions that will provide the greatest benefit to your facility.]

Costs

[List transportation costs, registration fee, meals, and the price per night of the hotel room.]

Summary of Benefits

Attending Cannabis Care Conference will enhance my nursing knowledge and skills, which will enable me to provide better care for my patients [or customers]. I will be able to pass on much of what I learn to my colleagues and my notes and copy of the speaker presentations will be available for reference.

Thank for your consideration of this request.

Sincerely,

[your name]