



Dear [Supervisor's Name],

I would like to request approval to attend the MiSHE Annual Conference, taking place September 23–25, 2026, at Soaring Eagle Casino in Mt. Pleasant, Michigan. This event brings together health care facility professionals from across Michigan to share best practices, explore industry trends, and discuss practical solutions that impact the health care built environment.

Attending this conference will support my professional development and align with our hospital/organization's goals. I expect to gain insights in areas such as [insert relevant topics], which can be applied to improve our operations and outcomes.

The conference will also allow me to:

- Learn from peers within Michigan-based health systems
- Identify practical solutions that can be implemented quickly
- Connect with relevant vendors and service providers
- Earn continuing education credits toward CHC or CHFM certification, if applicable

The estimated total cost to attend is \$[amount], including registration, travel, and lodging. This investment supports both my development and our organization's ongoing efforts to improve efficiency, compliance, and facility performance.

To ensure value for our team, I will share key takeaways and identify actionable ideas that can be implemented within our organization. I will also ensure my responsibilities are covered during my time away and remain accessible if needed.

Thank you for your consideration.

Sincerely,  
[Your Name]