**SAMPLE LETTER TO MANAGER**

Dear (Name of Supervisor),

I would like to attend SonoCon 2025. This is THE national conference for Canadian Sonographers, hosted by Sonography Canada, and will be held October 3-5, 2025 at the Hilton Lac-Leamy in Ottawa-Gatineau.

SonoCon 2025 offers a variety of valuable learning experiences that include pre-conference workshops, live demos, continuing education sessions and planned networking opportunities. I will be able to obtain valuable information on the latest trends and techniques as well as learn from leaders in the imaging profession. I will also visit with numerous vendors who can provide cost-saving solutions for our facility.

Many of the sessions will offer tips and strategies that I can implement upon my return and share with the other members of my department. This conference offers the best value in the marketplace and is the premier event for imaging professionals at every level from beginners to 40-year veterans. I will be able to interact with imaging leaders, allowing me to make invaluable contacts for future problem-solving endeavors.

Sessions will be led by some of the most well-known experts and thought leaders in the imaging community. By attending these sessions, I can form lasting connections with these experts that will prove beneficial down the road.

The Exhibit Hall will feature leading companies who provide products and technology solutions to improve efficiency, reduce costs and promote patient safety. I will have the opportunity to meet with them and discuss their latest products and services.

Registration for the conference includes all sessions, food and drink will be provided at scheduled networking opportunities and a complimentary lunch will be served in the exhibit hall each day of the Expo. The pre-conference workshops are an additional fee. In addition, Sonography Canada has arranged for a discounted room rates at the host hotel. I am asking for funding for registration, travel costs, lodging and food with the understanding that my food expenses will be minimal as I plan to take advantage of the complimentary meals.

I feel that attending SonoCon 2025 is a valuable experience that will greatly benefit this facility/organization. I will be able to bring home all conference materials, allowing me to share what I have learned with others in the imaging department and train them, if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide.

Sincerely,

Sign Your Name Here