If you wish for your employer to help pay for your registration fee **AND** lodging/travel

Dear [supervisor’s name]:

In an effort to help provide our technician staff with the most current professional knowledge and skills, I would like to attend the [conference name]. This conference, hosted by the Pharmacy Society of Wisconsin, is one of the few opportunities for pharmacy technicians to collaborate and learn from one another.

The conference includes [short explanation of what the conference offers]. Additionally, there will be networking opportunities where I will collaborate with other technicians to bring you the most up-to-date information in technician best practices. I believe this is a great opportunity for both my own professional growth and the growth of our organization.

The conference will be held on **[date and time of conference].** The cost to attend is **[price]**. If possible, I would appreciate if [organization’s name] can cover the cost of this event and allow me to attend during my regular workday without using time off. Additionally, it would be extremely helpful if [organization’s name] would consider covering lodging and travel expenses to [city name] while I attend. I believe this will be a worth-while expenditure and urge you to consider allowing other technicians to attend too.

Sincerely,

[your name]

If you wish for your employer to help pay for your registration fee only

Dear [supervisor’s name]:

In an effort to help provide our technician staff with the most current professional knowledge and skills, I would like to attend the [conference name]. This conference, hosted by the Pharmacy Society of Wisconsin, is one of the few opportunities for pharmacy technicians to collaborate and learn from one another.

The conference includes [short explanation of what the conference offers]. Additionally, there will be networking opportunities where I will collaborate with other technicians to bring you the most up-to-date information in technician best practices. I believe this is a great opportunity for both my own professional growth and the growth of our organization.

The conference will be held on **[date and time of conference].** The cost to attend is **[price]**. If possible, I would appreciate if [organization’s name] can cover the cost of this event and allow me to attend during my regular workday without using time off. I believe this will be a worth-while expenditure and urge you to consider allowing other technicians to attend too.

Sincerely,

[your name]

If you **DO NOT** wish for your employer to help pay for your registration fee or lodging/travel

Dear [supervisor’s name]:

In an effort to help provide our technician staff with the most current professional knowledge and skills, I would like to attend the [conference name]. This conference, hosted by the Pharmacy Society of Wisconsin, is one of the few opportunities for pharmacy technicians to collaborate and learn from one another.

The conference includes [short explanation of what the conference offers]. Additionally, there will be networking opportunities where I will collaborate with other technicians to bring you the most up-to-date information in technician best practices. I believe this is a great opportunity for both my own professional growth and the growth of our organization.

The conference will be held on **[date and time of conference].** If possible, I would appreciate if [organization’s name] will allow me to attend during my regular workday without using time off. I believe this will be a worth-while expenditure and urge you to consider allowing other technicians to attend too.

Sincerely,

[your name]