Dear [Employer name]

[ASMIRT-NZIMRT 2020 Vision](https://conference.asmirt.org/2020/) is Australasia’s leading conference for radiographers, radiation therapists and the wider radiation sciences community. This four-day event (including pre-conference workshops) attracts around 1000 industry professionals who attend to discover the latest innovations, education, and connections within the industry.

I believe that the 14-17 May 2020 event at the Melbourne Convention and Exhibition Centre in Victoria, will further my professional development, expand my industry knowledge and help advance our organisation.

This year’s “Vision” theme includes presentations from invited speakers including:

* Helen McNair – Therapeutic Radiographer, U.K.
* A/Prof Ronil Chandra - Consultant NeuroInterventional Radiologist, Australia

(Highlight a session that would be beneficial to your position and your organization. Choose from the website: <https://conference.asmirt.org/2020/>)

Expenses would include registration, travel, accommodation and any meals outside of the conference. The total cost is [$XX.XX] and the estimated cost breakdown is:

* Registration:
* Airfare / travel:
* Transportation to and from hotel:
* Hotel:
* Meals:

I am willing to discuss the request and answer any questions you may have. I am confident that attending [ASMIRT-NZIMRT 2020 Vision](https://conference.asmirt.org/2020/) would be advantageous for my job performance and professional development and would bring benefits the organisation as a whole.

Sincerely,