Dear **[INSERT SUPERVISOR’S NAME]**,

I am writing to request your support to attend the International Association of Forensic Nursing’s (IAFN) 2025 International Conference on Forensic Nursing Science & Practice. IAFN is the world’s leader in forensic nursing, and this [conference](http://www.forensicnurses.org/conference) is the premier event for the specialty of forensic nursing.

Each year more than 1000 forensic nursing professionals come together for more than 50 educational sessions, including evidence-based presentations, poster displays, and workshops. The registration for the conference includes access to IAFN’s virtual conference as well; IAFN is offering more than 45 contact hours. The conference also features networking opportunities and vendor demonstrations All of these events are directly applicable to me as a forensic nurse **[INCLUDE/MODIFY AS APPROPRIATE: or to me as I work toward becoming a forensic nurse or sexual assault nurse examiner].**

**[INCLUDE IF YOU ATTENDED LAST YEAR]** Last year, I attended IAFN sessions that addressed **[LIST SESSION TOPICS HERE]**, where I learned how to make improvements to our practice **[LIST IMPROVEMENTS/INNOVATIONS HERE].** This year I plan to attend session on **[LIST TOPICS HERE]** to help **[LIST IMPROVEMENTS/INNOVATIONS HERE].** I also plan to meet with these vendors **[LIST EXHIBITING COMPANIES]** to learn about their new products, services, and technologies.

I believe that the conference would be extremely valuable for me to attend and would help me to achieve our forensic nursing program goals and my professional goals. It’s a great opportunity for me to learn best practices, discover new products and solutions for our facility, and earn contact hours.

The conference takes places August 19-20 in Omaha, Nebraska. **[INCLUDE IF YOU LIVE IN THE MIDWEST/REASONABLE DISTANCE FROM OMAHA: THIS IS THE FIRST TIME IN MORE THAN 25 YEARS THAT THIS INTERNATIONAL CONFERENCE HAS BEEN HELD IN THE MIDWEST. MY TAKING ADVANTAGE OF HAVING REGIONAL ACCESS, WITH RELATIVELY LOW TRAVEL COSTS, TO WORLD-CLASS SPEAKERS AND SPECIALISTS, WOULD BE AN EXCELLENT INVESTMENT.]** The cost of the trip would be my conference registration and travel, including a hotel for two to three nights. I believe my attendance at IAFN’s 2025 International Conference on Forensic Nursing Science & Practice is a wise investment for the organization that will pay off with the many benefits of attending.

Please let me know if you have any questions about the conference.

Sincerely,

**[INSERT NAME]**