Letter Template

Note: Only you know what will motivate your employer to support you in attending ADCES25. Please keep that in mind when using this template and customize it to best fit your situation. Customize areas in grey italics.

Dear *(employer name here),*

The ADCES annual conference, the nation’s largest conference dedicated to diabetes care, education and technology, will be held in Phoenix, AZ from August 8-11. *(From past experience or from what I’ve heard from other colleagues),* this is the conference that will give me the tools and knowledge I need to most effectively serve our patients.

**THE SESSIONS I AM MOST INTERESTED IN THIS YEAR INCLUDE:**

* (list main education tracks/sessions that are most relevant to your current job/goals-see 2 examples below)
* *It’s About Time: The Use of CGM for Optimal Diabetes Care*
* *The Diabetes Garage ™: Remodeling DSMES from Concept to Assembly*

**ADCES23 WILL BENEFIT US BOTH BY:**

*(personalize based on your Cost/Benefits Worksheet)*

* Giving me knowledge and insights on the latest advancements in technology, clinical therapeutic approaches and program management skills which I can then share with my colleagues
* Exposing me to more than 200+ organizations, products and innovations in diabetes care featured in the exhibitor hall
* Offering an unmatched networking opportunity to meet and learn from diabetes care and education specialists from across the U.S.
* Providing the chance to meet and learn from well-known speakers, exhibitors and industry representatives

I hope you see the value of my participation in ADCES25 and how it relates to our organization and the overall care we provide to people living with diabetes.

Based on the registration and travel expenses required to attend, I would like to request that *(insert company name)* support my professional education by funding *$XXX* to help make my attendance this year at ADCES25 a reality.

Please let me know if you have any questions.

*(your name and contact info here)*