Dear *[ADD SUPERVISOR’S NAME]*

I am writing to you to seek approval to attend the **International Forum on Quality and Safety in Healthcare**, organised by BMJ Group and the Institute for Healthcare Improvement (IHI), in Singapore on Wednesday 13 - Friday 25 August 2025.

The International Forum is an annual conference specifically for health and care professionals who are involved or interested in quality improvement and patient safety.

Some of the key objectives of attendees to the conference are typically linked to improving practices; devising improvement, transformation or co-design strategies as well as dealing with big challenges such as equity and inclusion, adoption of AI and others. There is also a strong element of using the opportunity to reflect, get re-energised and re-engaged.

This is a well-recognised conference and it’s known to help attendees generate practical ideas on improvement methods that can be implemented in the workplace. The conference showcases the latest research on quality and safety improvement and fosters innovation in the field.

But most importantly for me, it connects like-minded people to tackle common challenges.

I will be able to meet other colleagues and practitioners, healthcare and industry leaders, consumers and people with lived experience from around the world. This is invaluable as it enables greater understanding, collaboration and shared learning, which I believe will be hugely beneficial for the X project we are planning/working on [add name or short summary of the project, idea or challenge you would like to address].

The programme theme in Singapore is **‘Moving together towards sustainable quality’** and is built around the pillars of innovation and cross-sector collaboration for driving positive change and achieving a shared vision of sustainable healthcare. The full programme and its topics are available to see online: <https://internationalforum.bmj.com/singapore/programme/>.

As part of the conference’s networking programme, I will be able to meet and speak with colleagues facing the same challenges that we are and gather ideas that I can bring back and adapt for our own setting.

Between the content presented in the learning sessions and the invaluable networking, I plan to strengthen my skills in ***[X], [Y] and [Z],*** and walk away with new/better knowledge in:

* ***Goal 1***
* ***Goal 2***
* ***Goal 3***

I am confident that attending the International Forum will directly influence my work on ***[PROJECT NAME OR ASPECT OF WORK].*** When I return from the conference, I will share takeaways with our team, including my learnings from the variety of projects that will be displayed as posters (there were over 350 of them last year at the Hong Kong 2024 edition of the conference).

I have broken down the estimated cost of my attendance:

Airfare/Transportation: ***[ADD ESTIMATE COST IF APPLICABLE]***

Hotel/Food: ***[ADD ESTIMATE COST IF APPLICABLE]***

Event Fee: ***[ADD AMOUNT]***

TOTAL: ***[ADD TOTAL AMOUNT]***

The sooner I can sign up, the better. If I register by 11 July 2025, I’ll be able to book at the reduced Early Bird rate. And, right now, there are good discounts on hotel rates too.

I really believe that this conference will both reinforce what we’re doing well already and provide me with better skills and strategies for moving us forward in increasing effectiveness, reducing inefficiencies, saving lives, improving our bottom line, and being a best-in-class facility. I am happy to provide more details if needed.

Thank you for taking the time to review this request, and I’m looking forward to hearing from you.

Best,

***[YOUR NAME]***

P.S. You can learn more about the conference at <https://internationalforum.bmj.com/singapore>