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 Utrecht, Netherlands on Wednesday 21- Friday 23 May 2025.

The International Forum on Quality and Safety in Healthcare takes place each year to give an opportunity for health and care professionals involved in quality improvement and patient safety, to meet and exchange learning and ideas.

The conference is a well-recognised place for attendees to generate practical ideas on improvement methods that they can implement back in their workplace. Previous conference attendees have reported that:

* 61% of attendees have seen positive changes in their organisations following the conference
* 75% of attendees have put into practice what they’ve learned at the conference

But also, of great significance to me, the International Forum connects like-minded people to tackle common challenges.

I will be able to meet other colleagues and practitioners, healthcare and industry leaders 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 Utrecht is **‘From inspiration to impact: shaping the future of health and care.’**, focusing on solutions with real-world impact. The full programme is available here: <https://internationalforum.bmj.com/utrecht/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. The conference is usually attended by around 3,000 healthcare professionals from 60+ countries.

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 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 750 of them last year at the London 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 19 March 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 new 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/utrecht>