Dear [Enter Name],

I hope this message finds you well. I am writing to respectfully request approval and support to attend the upcoming **Joy & Wholeness Summit**, scheduled for **July 22–24, 2026** at **The Peabody Memphis in Memphis, TN**. This event is hosted by the **Coalition for Physician & APP Well-Being**, and I am preparing to submit a research abstract for consideration in the poster session.

The Summit is a nationally recognized platform focused on innovative, evidence-based approaches to improving physician and advanced practice provider (APP) wellness and addressing burnout. It brings together healthcare professionals, administrators, and researchers who are committed to fostering a culture of well-being in clinical environments.

My participation would not only allow me to share our work and represent our organization’s commitment to wellness, but also to learn from other institutions and bring back actionable strategies that could benefit our team and broader community. The poster session specifically highlights replicable programs and verified metrics—aligning closely with our goals in promoting sustainable wellness initiatives.

**Costs to consider:**

* **Registration:** $700
* **Travel & Lodging:** [Insert estimated airfare, hotel, and transportation costs]

I understand the importance of fiscal responsibility and will seek the most cost-effective options for travel and accommodations. I am also happy to share a post-conference summary and lead a brief presentation to disseminate key insights with our department.

Thank you for considering my request. I am confident that attending this Summit will enhance my contributions to our wellness efforts and support our shared mission of fostering joy and wholeness in healthcare.

Warm regards,