

**Copy and paste this information below and share it with your manager.**

2024 ACC Quality Summit  
Convince Your Manager Letter

Dear [Insert Recipient's Name],

I'm writing to request approval to attend this year's **ACC Quality Summit, which is being held from September 17 – 19 in San Antonio, TX.** This annual in-person event is focused on NCDR registry-specific and hospital industry knowledge, plus providing an opportunity to gain a deeper understanding of the value of accreditation and ways patient data can drive process improvement initiatives. I believe this event would benefit our facility's continued success and be a valuable use of my time.

Why Quality Summit? This would be an opportunity to engage in workshops aligned to our facility's needs, poster presentations and discussions with experts from across the country. Not only would I expand my own knowledge and skills to get the most out of our involvement in ACC's programs, but it's also a chance to network and share our facility's success with over 700 fellow quality improvement enthusiasts and experts in the field.

In addition, I will be eligible to **earn up to 15 CE credits** as part of my participation. These educational components are recognized and accredited by [Accreditation Body]. The credits I'll earn will contribute to my ongoing certification requirements and ensure that I remain current with the latest industry standards and practices.

With the current economic conditions, I understand we must be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this conference. **Here's the approximate breakdown of costs for me to attend:**

**Quality Summit Registration:** Free with Promo Code

**Airfare/Travel:** \$USD (Insert Current Price)

**Hotel:** \$USD (Insert Current Price Per Night x # of Nights)

**Other Travel Expenses:** \$USD (Insert Amount)

**Approximate Total:** \$USD (insert total)

The ideas, best practices, contacts and tools I will gain from the ACC Quality Summit will save time and money while prioritizing our facility's needs. I am committed to sharing knowledge and resources with my office and improving our patient outcomes.

Thank you for your consideration!

Sincerely,

(Insert Your Name)!