[Date]

[Manager’s Name]
[Manager’s Title]
[Company Name]
[Company Address]
[City State Postcode]
[Email]

Dear [Managers Name]

I am writing to seek your support in attending the RANZCOG Symposium 2024 Sunshine Coast, scheduled to take place on the Sunshine Coast in 5 – 7 July 2024. As a dedicated professional in our organisation, I believe that my participation in this event would bring valuable insights and benefits to both my professional development and my team.

**Reasons to Attend:**

**Thought-Provoking Scientific Program**

The Symposium offers a thought-provoking scientific program that is designed to provide the latest insights and advancements in our profession. Attending these sessions will enhance my knowledge and contribute to our team’s expertise.

**Networking Opportunities**

An integral aspect of this symposium is the networking opportunities it provides. Engaging with colleagues, experts and thought leaders will enable me to establish connections for our projects and initiatives.

**Visit the Exhibition**

Exploring the exhibition featuring the latest technologies and industry trends is crucial for staying updated. The knowledge gained from this experience can directly impact our work and decision-making process.

**Supporting the College**

My participation in the Symposium reflects our commitment to professional growth and excellence. Supporting this event is not only an investment in my professional development but also a demonstration of our organisation’s dedication to staying at the forefront of industry knowledge.

**Continuing Professional Development (CPD) Hours**

Attending relevant sessions at the Symposium will contribute to my Continuing Professional Development (CPD) hours, ensuring I meet our education requirements whilst bringing valuable insights back to the team.

I am confident that my attendance at the RANZCOG Symposium will be an investment that pays dividends for our team and the organisation. I have attached the event details for your reference, and I am more than willing to provide any additional information or answer any questions you may have.

Thank you for considering my request. I am eager to discuss this further and explore how my participation at this Symposium aligns with our organisational goals.

Best regards

[Delegate’s Full Name]
[Delegate’s Title]
[Delegates Contact Information]