Dear [Enter recipient’s name here],

I’d like to request approval to attend Quality Talks 2016, which takes place on October 24 in Washington, DC. Unlike other traditional health care conferences, Quality Talks is a series of stirring, succinct talks by current and emerging health care leaders with visions for collaborative improvement of American health care.

In addition to dynamic, thought-provoking speakers, the event features unique, interactive hub sessions where speakers and attendees continue the discussion off stage. Networking with these thought leaders will be a valuable experience, as will hearing ideas about how care can be delivered in a new way.

This year’s event gathers nine inspiring health care thought leaders to discuss the following topics:

* Disparities & Other Health Drivers.
* Reimagining Cancer Care.
* The Health Plan of the Future.

The event Web site [www.qualitytalks.org](http://www.qualitytalks.org) provides information on the speakers, in addition to a list of organization attendees.

The discounted registration fee of $95 expires on August 21.

Please respond promptly! I’d like to be able to take advantage of the discounted registration, as well as the special room rates and availability, which are on a “first come, first served” basis. This will be a great opportunity to network and learn from thought leaders in health care and will benefit my professional development and our organization.

Sincerely,

[Enter your name here]