TO: [Your Supervisor’s Name]

FROM: [Your Name]

DATE: [Date]

RE: [Staff Training and Development]

I am writing to request your support of my attendance at the ESPEN 2025 Congress to be held from 13 to 16 September 2025, in Prague, Czech Republic. This congress features scientific lectures, pre-conference LLL courses, educational and guidelines sessions, a poster hall, and many exhibitors. These opportunities directly contribute to my growth as a [Clinical Nutrition Specialist] and support my desires to remain educated and up to date on the latest research and developments in the field.

**Subjects to be featured:**

* Obesity and the metabolic syndrome
* Cancer
* Perioperative care and surgery
* Enteral and parenteral nutrition
* Nutritional assessment and techniques
* Macro- and micronutrients
* Critical care
* Chronic diseases

I recognize the importance of maximising our team’s budget, including training costs. This congress provides an incredible amount of specialised clinical nutrition education in one place, which is an efficient way to use our training budget and minimise time away from the office.

**Below is a detailed cost breakdown to attend this conference:**

Registration Fees:

Hotel:

Airfare:

Incidentals:

The full programme is available at [www.espencongress.com](http://www.espencongress.com). I look forward to reviewing the schedule together and identifying sessions that would be most beneficial to our facility's mission and goals. Additionally, we can determine the exhibitors, products, services, and technologies I can research further whilst in attendance.

I believe this meeting is a valuable education and networking opportunity that will help further my contributions to our team. The knowledge that I will gain from healthcare leaders, industry professionals, and the numerous educational sessions can also be shared with the entire team upon my return.

Please let me know if you have any questions about the ESPEN Congress.

Sincerely,

[Insert Name]