

Lab Quality Confab
PROCESS IMPROVEMENT INSTITUTE
Pursuing Excellence in Continuous Improvement

Dear [Name],

Please allow me to elaborate on my request to attend *Lab Quality Confab* 2014.

Lab Quality Confab is a unique lab industry meeting where lab administrators, managers, and pathologists come together to gather the most accurate and practical information on process improvement methods, insights, and innovations, and to use this knowledge to advance their career skills and personal abilities.

The conference is now in its eighth year, and is the most respected and widely attended meeting in the clinical laboratory and anatomic pathology industry.

Attendees of *Lab Quality Confab* have given the conference consistently high ratings, mentioning its tremendous educational value, and in just two days how easy, inexpensive, and accessible *Lab Quality Confab* makes it for team members like me to garner all the quality tools and knowledge they need to make a real difference in their laboratory, hospital, or pathology group.

As you know, my role here involves [responsibilities], and *Lab Quality Confab* is offering a number of sessions that relate directly to my duties.

Just some of the events slated for *Lab Quality Confab* 2014 include:

- More than 50 quality management skill-building sessions
- Extended workshops that offer detailed knowledge on specific techniques, with Certificates of Completion for attendees
- Exceptional informational and networking opportunities, including an exhibition of consultants and quality vendors
- New special programs on Change Leadership, and Lean, Six Sigma and process improvement

You can learn more about the event at www.labqualityconfab.com.

I'm happy to provide a complete cost breakdown, or any additional information you need in order to secure approval for me to attend *Lab Quality Confab*. I would consider attendance at this year's *Lab Quality Confab* conference a win-win for both my career and for our laboratory.

Sincerely,

[Signed]