DTX44 Attendance Support Request

Employee letter template | Fill in the fields, then save or print

Employee name

Job title / credentials

Facility / organization

Supervisor / manager

Date submitted

PTO dates requested

Dear ,

I am requesting your support to attend the National Association of Nephrology Technicians/Technologists (NANT) DTX44 conference, taking place March 16–19, 2027, at Planet Hollywood in Las Vegas, Nevada.

DTX44 is an opportunity to strengthen my skills and bring practical knowledge back to our team. The conference focuses on dialysis care, patient safety, equipment and technology, troubleshooting, quality and standards, teamwork, and professional growth. Attending can help me:

- Build knowledge and confidence that support safe, effective patient care.
- Learn practical approaches to equipment, systems, troubleshooting, and day-to-day challenges.
- Stay current with developments and expectations in dialysis care and quality practices.
- Bring back useful ideas to share with coworkers and contribute to a stronger team.

I respectfully request approval for the PTO listed above and financial assistance toward conference-related costs. Support could include registration, travel, lodging, meals, or another amount the organization is able to provide. I understand that staffing and budget needs must be considered, and I am happy to discuss coverage plans and how I can share key takeaways with the team.

Financial support requested (amount and/or expenses)

How I plan to share what I learn with the team (optional)

Thank you for considering this request and for supporting my continued professional development.

Sincerely,

Employee signature / typed name

Best contact information