<Insert address>

Dear **<Supervisor name>**:

I would like to attend the World Physiotherapy Congress 2025 to advance my own professional development, to grow our professional network, and to bring back to the organisation best practices and new trends in <physical therapy/physiotherapy>. The conference takes place 29-31 May 2025 in Tokyo, Japan.

After reviewing the congress website and preliminary programme, I have identified educational sessions specifically related to my work and the needs of our organisation. I plan to attend sessions that offer information on **<Insert topic areas that tie to your primary roles or organisational goals>** which would help me to **<Insert how you would apply the information as it relates to your primary roles or organisational goals>**.

The conference speakers are thought-leaders and key researchers who advance <physical therapy/physiotherapy> practice through innovative approaches and high quality research. The opportunity to network with individuals practicing in similar circumstances to our own and from many parts of the world is of immense value.

I am requesting assistance with the registration fee, travel and housing expenses incurred during the congress. The World Physiotherapy Congress 2025 offers a great return on investment for the both of us. I have outlined the costs below:

|  |  |
| --- | --- |
|  | **Currency** |
| **Airfare**: <**Insert estimated flight expenses to Tokyo>** |  |
| **Accommodation**: <???> per night, plus tax. (For the full conference, assume a four night hotel stay) |  |
| **Meals**: **<Insert estimated meal costs>** |  |
| **Conference registration Fee**: **<Insert registration fees>** |  |
| **Other costs <Insert costs associated with visas, travel health, parking, ground travel and other expenses allowed>:** |  |
| **The total costs are**: **<Insert total sum of all previous lines**> |  |

Upon my return, I will submit a report to our organisation that will include a brief summary, major takeaway messages, tips and action items from each of the sessions that I attended during the congress. In addition, I can provide a brief presentation or facilitated discussion for colleagues.

I would be happy to answer any additional questions you may have, or you may visit <https://wp2025.world.physio/> to view the programme. The opportunity for me to develop relationships in the profession and grow my knowledge in **<Insert topics or areas of expertise>** is an investment that will result in growth for the organisation. I appreciate your consideration.

Yours sincerely,

**<Insert your name>**