Dear *(head of the surveyors in your state)*:

I am writing to inform you that I will be attending the *2024 National Association of Directors of Nursing Administration (NADONA) National Conference* to be held June 23 - 26, 2024 at the Sheraton Kansas City Hotel at Crown Center in Kansas City, Missouri.

This national conference will not only provide me with continuing education hours for each educational session I attend, but I will have the opportunity to network with Nurse leaders and Infection Preventionists from all over the country. Educational sessions will range from clinical to infection prevention and leadership topics, being presented by a prestigious group of long-term care leaders and researchers, including keynotes from the HHS, CMS, and CDC.

Since every survey is an educational experience for nurse leaders, I would be grateful if you would refrain from surveying my facility from June 23 – 26, 2024. I understand if there is an emergency or complaint investigation that you have no choice but to make a visit. I would be happy to send proof of registration or have proof of registration sent to you from the NADONA national office if you require such information.

Thank you in advance for your cooperation with this request as attending this conference is quite important to my functioning to the best of my ability as a Nurse Leader/ Infection Preventionist *(title)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name and address of facility) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

Sincerely,

Cc: Administrator