

Dear [SUPERVISOR'S NAME],

Health equity leaders are charged with creating and sustaining equity in a health system, but often without a roadmap. And as these positions are often new, there is not a lot of precedent and leaders in these roles may be entering uncharted territory. To build my skills as an effective health equity leader and enable me to lead progress towards equitable health outcomes for our organization, I am seeking your approval to attend the [Institute for Healthcare Improvement's Leadership for Health Equity Professional Development Program](#), beginning September 10, 2025.

This intensive IHI program is led by renowned faculty and designed for leaders within a healthcare organization with responsibility for or influence on systemwide equity and equitable health outcomes. Through the completion of this course, I will learn competencies, approaches, and conditions for success in effective health equity leadership, including:

- Strategies to be an effective leader in the work to create and sustain system-wide improvement in health equity
- Evaluation strategies to monitor progress toward reducing inequities
- Developing strategic plans committed to equity
- Creating a business case and complementary communication strategy to generate buy-in for equity work and sustainability

This is an intensive, experience-based training delivered in a live-virtual format with thirteen two-hour sessions.

The cost of my attendance is \$5,995. In addition to the live virtual sessions, it includes asynchronous support activities and optional office hours with IHI's expert faculty. The time commitment is approximately 30 hours, including the virtual sessions, asynchronous support activities, and reflection on learning.

IHI offers a 15% group discount for those organizations who send three or more people. The discounted fee is \$5,095 per registration. If interested, IHI requires you to [complete the Group Registration form](#).

Continuing education credits will be offered for physicians, nurses, and certified professionals in patient safety.

Thank you for considering this investment in our organization and my professional development. I look forward to discussing this with you at your earliest convenience.

Best,
[YOUR NAME]