**Subject:** Request for Support to Attend IHI Quality Improvement Program

Dear [Supervisor’s Name],

I’m writing to request your support and funding to attend the **Institute for Healthcare Improvement’s (IHI)** [Moving Quality Improvement from Theory to Action](https://www.ihi.org/education/training/moving-quality-improvement-theory-action) program, beginning **March 3, 2026.**

This 8-week, project-based online course is designed to help professionals like me apply proven improvement methods to real-world challenges. With expert coaching, interactive lessons, and peer learning, I’ll gain practical tools to lead a quality improvement project that aligns with our organizational goals in quality, safety, patient experience, staff satisfaction, and financial performance.

**Key Benefits:**

* **Immediate application**: I’ll have the opportunity to work on a live improvement project designated by our team throughout the course.
* **Skill development**: I’ll learn to use tools like PDSA cycles, run charts, driver diagrams, and process mapping.
* **Equity integration**: The course emphasizes applying equity principles to improvement work. There is no quality without equity.
* **Sustainability planning**: I’ll develop strategies to sustain and spread successful changes.

The program is flexible, requiring approximately **10 hours total**, and includes asynchronous lessons, live coaching calls, and optional office hours. The **cost is $549**, and continuing education credits are available for physicians, nurses, pharmacists, and patient safety professionals.

I believe this program will directly enhance my ability to contribute to our improvement initiatives and deliver measurable results. I’d appreciate the opportunity to discuss this further and explore how it aligns with our team’s priorities.

Thank you for considering this investment in both my development and our organization’s success.

Best regards,  
[Your Name]