

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

I am writing to inform you that I *(and administrator)* will be attending the 2019 National Association of Directors of Nursing Administration (NADONA) National Conference to be held May 31 – June 5, 2019 at the Planet Hollywood Resort and Casino in Las Vegas, Nevada.

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 Directors of Nursing from all over the country. Educational sessions will range from clinical to 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 DONs, I would be grateful if you would refrain from surveying my facility from May 31 – June 5, 2019. 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 DON/ADON *(title)* _____
(name and address of facility) _____.

Sincerely,

Cc: Administrator