**Sample letter to submit to your board member**

**Dear [Board Member]:**

I would like to invite you to join me at the Health Care Compliance Association’s annual Board & Audit Committee Compliance Conference, February 24-25, 2020 at the Westin Fort Lauderdale Beach Resort. This event is designed to help organizations and boards work together to fulfill their fiduciary obligations in compliance oversight.

There are several sessions in the agenda that I feel are highly relevant to our compliance challenges and could provide us with the opportunity to improve the effectiveness of our compliance program:

* Introduction to Board and Management Responsibilities for Compliance Oversight
* Audit and Board Oversight of Compliance Program Effectiveness
* Ways Leaders Can Engage in Compliance Leadership

In addition, there are case studies presented, useful tools are shared by presenters, excellent panel discussions, and plenty of opportunities to network with the presenters and your peers.

Your cost as a second attendee is $695.00, which includes the conference, breakfast, lunch and snack breaks each day, plus a networking reception on Monday evening. Please let me know if you would like to make this investment in our compliance program. I’m more than happy to answer any questions or provide additional information about the conference.

Sincerely,

Your Name and Contact Information