


Letter to Manager for HBA Membership

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The HBA has developed a letter template that prospective or renewing HBA members can utilize to make a case to their manager for the utilization of professional development funds to cover the HBA's annual membership fee. This can be edited as needed to meet the individual's needs. [Letter to Manager - HBA Membership.docx](#) 

Template text:

[Your Name]

[Your Title]

[Your Department or Team]

[Your Email Address]

[Date]

[Manager's Name]

[Manager's Title]

[Manager's Department]

Dear [Manager's Name],

I hope this message finds you well. I'm reaching out to request your support in covering the cost of my annual membership with the [Healthcare Businesswomen's Association](#) (HBA), a global nonprofit dedicated to advancing women in the business of healthcare.

HBA [membership](#) offers a wide range of benefits that align with both my professional growth and our team's broader objectives, particularly in the areas of talent development, leadership, and inclusion. These benefits include things like:

- **Leadership development programs** and hands-on member leadership opportunities
- **Access to** career resources and learning through the HBA Academy
- **A powerful global network** of professionals across the healthcare ecosystem
- **Affinity groups** organized by career stage, identity, or interest
- **600+ annual events** (many free or discounted) for continuous learning and connection

[As an HBA member](#), I'll have the ability to tailor my engagement to match my goals and availability. For example, I can:

- **Grow my network** locally and globally through in-person and virtual events, the HBA Community platform, and targeted peer groups
- **Advance my career** with structured goal-setting tools, mentoring programs, and on-demand learning resources
- **Increase my visibility and impact** by participating in speaking opportunities, leadership roles, and award programs

Many members report increased confidence, new connections, and even career advancements

they hadn't previously imagined. Whether I dedicate an hour a month or dive in more deeply, I'll gain actionable insights and professional growth that can translate into stronger performance and new ideas for our team.

I've already identified several upcoming HBA programs and events that I plan to leverage for professional development and knowledge-sharing within our team:

[Insert 2-3 specific programs, events, or areas of focus here.]

The annual membership fee is *[\$249 USD / €230, or \$199 USD / €184 for employees of HBA Corporate Partners at the Trailblazer level and above]*. *[Include ask for additional budget if identified programs/events include a fee, with rationale]*. I would be grateful if professional development funds could be allocated to support this investment. I'm confident it will yield a strong return for both my career development and our team's goals.

Thank you for your time and consideration. I'd welcome the opportunity to discuss this further and share how I plan to make the most of the membership.

Warm regards,
[Your Name]
