**[Date]**

**Dean [Full Name]  
[Program Name]  
[Program Address]**

Dear Dean [Last Name],

I recently received information from the American Academy of PAs about AAPA 2025, its national conference in Denver, CO, May 16 – 20, 2025. I am a member of AAPA and would like to attend this event, but as you know, funds are limited for students.

Would [Insert PA Program Name, Student Government, or applicable school department or office] help fund my participation in the amount of $199, which is the registration fee for students? This discounted rate is only for student members who book their hotel rooms inside the AAPA hotel block.

[If desired, add travel/hotel funding request]

Attending AAPA 2025 will provide me with:

[Insert your topics of interest, reference aapa.org/conference sessions, or use some of the below suggestions.]

* Networking opportunities with PAs and PA students from across the country with similar specialty interests
* The opportunity to learn about innovative technologies by exploring the Expo and attending Industry Sessions
* The latest in original PA research at ePoster sessions
* Advice on achieving success in clinical practice

I’ll follow up with you next week to discuss my attendance and any financial support the program can offer.

Thank you, Dean [Insert Last Name], for your support. I look forward to sharing my AAPA 2025 experience with you when I return.

Sincerely,

[Signature]

[Your Name]