**[Date]**

Dear **[Insert Employer's Name],**

To support **[Insert your facility]**’s goal of providing our patients with high-quality care grounded in the most current science, treatment approaches, and technology, I would like to attend AAPA 2021, the national conference of the American Academy of PAs. The event will be held virtually from Sunday, May 23 – Wednesday, May 26, 2021.

**I am requesting approval for expenses related to this CME activity, including registration fees and time away from work.**

**Summary of Benefits**

AAPA 2021 is the preeminent event for PAs to earn high-quality continuing medical education. This year’s conference offers more than 150 AAPA Category 1 CME credits.

The conference includes a wide variety of courses, lectures, and workshops focused on:

* Critical health issues and conditions such as diabetes, hypertension, obesity, and more.
* Specialties like emergency and trauma medicine, pediatrics, surgery, orthopaedics, and cardiology.
* Improving patient communication and outcomes.
* Preparing for the PA National Recertifying Exam (PANRE).

I am most looking forward to the sessions focused on **[Insert your topics of interest, reference** [**AAPAconference.org**](http://aapaconference.org/) **sessions, or use some of the suggestions above]** as they will be directly applicable to what I do each day. I’ll return to work ready to put these new skills into practice and look forward to sharing this new knowledge with my colleagues.

**Costs**

AAPA offers its fellows a reasonable and special pricing rate of **$545**. The registration fee includes access to the Exhibit Hall, clinical poster sessions, and networking events with more than 4,000 PAs and other healthcare thought leaders.

Attending AAPA 2021 will enhance my professional knowledge and skills and enable me to provide better care to our patients. I would be thrilled to have the opportunity to attend.

Thank for your consideration of this request.

Sincerely,

**[Signature]**

**[Insert Your Name]**