**[Date]**

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

Dear Dean **[Last Name]**,

I recently received information from the American Academy of PAs about [AAPA 2020](https://www.aapa.org/conference/), its national conference in Nashville, TN, May 16 – 20, 2020. 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 **$165 [This rate is only for student members who book their hotel rooms inside the AAPA hotel block]**, which is the registration fee for students?

**[If desired, add travel/hotel funding request]**

Attending AAPA 2020 will provide me with:

**[Insert your topics of interest, reference** [**AAPAconference.org**](http://aapaconference.org/) **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 AAPA Exhibit Hall and attending Product Theaters
* 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 2020 experience with you when I return.

Sincerely,

**[Signature]**

**[Your Name]**