**[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 Saturday, May 22 – Wednesday, May 26, 2020, in Philadelphia, PA.

**I am requesting approval for expenses related to this CME activity, including registration fees, travel expenses, time away from work and hotel accommodations.** (Hotel rooms are available at a reduced rate for AAPA 2021 attendees.)

**Summary of Benefits**

AAPA 2021 is the preeminent event for PAs to earn high-quality continuing medical education. The conference offers more than 35 AAPA Category 1 CME credits in just five days.

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 **[Staying outside the AAPA hotel block - $745/$795/$845 through January 27/March 24/May 26 or staying inside the AAPA hotel block - $545/$595/$645 through January 27/March 24/May 26]**. The registration fee includes access to the Exhibit Hall, clinical poster sessions and networking events with more than 7,000 PAs and other healthcare thought-leaders.

My estimated cost for travel is **$ [Cost]** and cost for hotel accommodations is **$ [Cost].** The total cost associated with attending this conference is **$ [Cost].**

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]**