[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 2018, the national conference of the American Academy of PAs. The event will be held Saturday, May 19 – Wednesday, May 23, 2018, in New Orleans, LA.

**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 2018 attendees.)

**Summary of Benefits**

AAPA 2018 is the preeminent event for PAs to earn high-quality continuing medical education. The conference offers more than 250 hours of leading CME – and I can earn nearly 40 hours of AAPA Category 1 CME credit 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 - $750/$800/$850/$900 through November 27/January 31/March 28/May 23 or staying inside the AAPA hotel block - $550/$600/$650/$700 through November 27/January 31/March 28/May 23]. The registration fee includes access to the Exhibit Hall, clinical poster sessions and networking events with more than 6,000 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 2018 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]