[Date]

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

Dear Dean [Last Name],

I recently received information from the American Academy of PAs about [AAPA 2018](http://www.aapaconference.org), its national conference in New Orleans, LA, May 19 – 23, 2018. 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 2018 will provide me with:

[Insert your topics of interest, reference [AAPAconference.org](http://aapaconference.org/) sessions, or use some of the below suggestions.]

* Guidance on the job search and preparing for PANCE at student-focused SPARK Sessions
* Networking 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 the 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 2018 experience with you when I return.

Sincerely,

[Signature]

[Your Name]