10/23/2024

Dear **< supervisor’s name >**,

I am writing to request your approval to attend and use educational leave for the AAPP Annual Meeting, scheduled for April 27-30, 2025, in Salt Lake City, Utah. This premier event focuses on current medication therapy management for patients with psychiatric disorders, making it highly relevant to our work and my professional development.

Attending this meeting will provide me with invaluable educational sessions and networking opportunities with leading experts and colleagues from across the U.S. and internationally. The presentations will cover the latest updates on medications and treatments tailored specifically for psychiatric pharmacy professionals. I anticipate that this experience will enhance my ability to **< insert specific benefits related to your responsibilities, such as improving patient care, developing new protocols, or implementing best practices >**. By participating in these sessions, I aim to bring back actionable insights that will directly benefit our team and improve patient outcomes.

I am seeking sponsorship for the registration fee for [virtual/in-person] attendance, as well as travel expenses and lodging for the conference. Below is a detailed cost breakdown:

* **[Virtual OR] In-Person Registration:** <$xxx>
* **Roundtrip Airfare:** <$xxx>
* **Ground Transportation:** <$xxx>
* **Hotel:** <$xxx>
* **Meals:** <$xxx>

**Total Estimated Costs:** <$xxxx>

I identified several sessions that align closely with the challenges we are currently facing, including:

* **< You will need to insert the** [**session titles and brief descriptions**](https://aapp.org/ed/meeting/2025) **which most apply to your responsibilities. >**

To take advantage of the early registration pricing listed above, **I need to** **register by March 27, 2025**. I believe that the knowledge and connections gained from this conference will make it a worthwhile investment for **< Name of Your Organization >**, and I would love to discuss ways to share newfound knowledge with others with a **< presentation, webinar, or something else that makes sense for your position or would be valuable to your supervisor and organization >**.

Thank you for considering my request. I look forward to discussing this opportunity with you.

Sincerely,   
**< your name >  
< your position >**