7/2/2025

Dear **< supervisor’s name >**,

I am writing to seek your approval to attend the AAPP Annual Meeting, scheduled for April 19-22, 2026, in Seattle, WA. This event is crucial for my professional development as it focuses on current medication therapy management for patients with psychiatric disorders, directly aligning with our work. [For BCPPs] Additionally, I can complete 10 hours of education toward my recertification as a Board Certified Psychiatric Pharmacist during this meeting.

Attending this meeting will provide 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. This experience will enhance my ability to **< insert specific benefits related to your responsibilities, such as “improve patient care, develop new protocols, and/or implement best practices >**. By participating in these sessions, I aim to return with actionable insights that will directly benefit our team and improve patient outcomes.

[After sessions and speakers are announced in late 2025]
I have 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 that most apply to your responsibilities. >**

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, highlighting the value of this investment for our organization:

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

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

To take advantage of the early registration pricing listed above, **I need to** **register by March 19, 2026**. The knowledge and connections gained from this conference will be a worthwhile investment for **< Name of Your Organization >.** I would love to discuss ways to share newfound knowledge with others through 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 >**