December 4, 2019

Dear (Supervisor’s Name) \_\_\_,

I would like to request approval to attend the 2020 American Association of Physician Liaisons (AAPL) Annual Conference, June 10-12, in Atlanta, Georgia. AAPL has grown into the leading professional association for physician liaisons in just a few short years. What started out in 2001, with a founding membership of 41, has risen to a robust and growing membership of 575 members representing 48 states to date. The annual meeting will enable me to attend a number of educational sessions that are directly applicable to my work and will allow me to network with a variety of physician liaisons at various levels from around the nation. My participation will allow me the opportunity to expand my knowledge and give me tools and resources to enhance my performance at \_(hospital)\_\_\_\_\_\_\_.

After reviewing the program brochure in detail, I have identified a listing of presentations that I believe are most relevant and would provide the most value to my professional growth. I am seeking support of my attendance to this meeting, which would include the registration fees, travel expenses and living expenses while at the meeting. I anticipate the total expense to be approximately $\_\_\_\_\_\_\_\_.

The opportunity for me to learn, enhance my competencies and establish connections with other physician liaisons makes my attendance at the 2020 AAPL Annual Conference a very wise investment and a benefit on both personal and professional levels.

Thank you for considering support of my attendance at the 2020 AAPL Annual Conference.