



Dear [Manager] :

I enthusiastically request your support to attend the GAPNA Virtual Annual Conference taking place on September 24-26, 2020.

By attending the GAPNA Virtual Annual Conference, I'll have access to a vast amount of concurrent sessions representing the best clinical education for gerontological advanced practice nurses, in addition to inspiring on demand sessions and many formal and informal opportunities to connect with our professional community and experts in the field. I will share new knowledge with our unit and apply it in my practice for better patient outcomes.

This year, GAPNA is offering the following educational session that are directly tied to our strategic initiatives including:

- [Session Name]
- [Session Name]
- [Session Name]

I also want to improve my practice and competencies through the following sessions:

- [Session Name]
- [Session Name]
- [Session Name]

I'll also have an opportunity to learn about new products and education from [identify exhibitors of relevance] in the virtual Exhibit Hall. I look forwards to bringing back valuable insights, innovations, and best practices to staff in our unit.

I hope you will approve my registration fee and travel expenditures. Here is an estimated breakdown of the costs and the dates in which I am requesting time off:

Registration fee: Click or tap here to enter text.

Time off Request: Click or tap here to enter text.

Please accept this letter as my proposal to virtually attend the 2020 GAPNA Virtual Annual Conference. Thank you for the opportunity!

[Your standard close]