

Letter to Manager for nurses wishing to attend the AAACN 45th Annual (Virtual) Conference

< Date >

Dear < supervisor's name >,

I would like to attend the American Academy of Ambulatory Care Nursing (AAACN) 45th Annual (Virtual) Conference, Summer 2020. This is the only conference tailored specifically to ambulatory care and telehealth nurses. The conference will enable me to attend virtually a number of educational sessions that are directly applicable to my work and will allow me to network with a variety of ambulatory care nurses and colleagues from around the world in virtual chat lobbies. Many of the presentations are tailored to the < your practice area > practice area and give information on how to < list benefits to your responsibilities >. I am seeking sponsorship for the registration fee.

After reviewing the conference schedule, I have identified a number of educational sessions which will allow me to gain knowledge and understanding about how we can improve our processes and enhance patient care. The presentations are facilitated by nationally known speakers presenting the latest information on topics pertinent to ambulatory care, COVID-19, and telehealth nursing practice. I chose each of these presentations because it is directly related to an issue we are dealing with currently. Getting the information in a webinar format will greatly reduce the research time and costs the < your organization's name > would normally incur in researching the topics. Incidentally, I have only listed some of the webinars that I will attend.

< Insert the session descriptions which most apply to your responsibilities. >

< The numbers in brackets below will need to be adjusted to reflect the current pricing. All registration fees are listed at www.aaacn.org.>

The < Type of Access > conference registration fee is < \$Price member/\$Price nonmember >.

The opportunity for me to develop better contacts and gain knowledge in specific areas of < your profession > makes my attendance at the AAACN Annual (Virtual) Conference a wise investment, which will yield rich dividends for < name of your organization >.

Sincerely,

< your name here >