[Date]

800 I Street, NW • Washington, DC 20001–3710

202-777-2742 • www.apha.org/annualmeeting

Dear [supervisor’s name]:

I would like your approval to attend the American Public Health Association’s 2021 Annual Meeting and Expo, taking place Oct. 24-27. This event will be held in Denver and online, so we have the option to travel or participate remotely. APHA hosts the largest public health meeting in the world and includes the presentation of nearly 5,000 scientific abstracts, a Virtual Expo with hundreds of booths of leading public health organizations and the opportunity to network and connect with thousands of professionals in the field.

APHA 2021 will provide me with unparalleled opportunities to learn from the latest public health research and practice, especially those related to COVID-19 and this year’s theme, “Creating the Healthiest Nation: Strengthening Social Connectedness.” As an attendee, I can assess leading public health tools and services, expand my professional network, and select from hundreds of CE-accredited educational sessions presented by top thought leaders discussing industry trends, emerging issues and proven methods. I will also have on-demand access to the sessions for months after the meeting ends.

I plan to achieve the following objectives: *[Examples – I plan to bring back information from three research studies that affect our work on XXX. I plan to meet with five companies that we could partner with on XXX.]*

* [Insert your first objective here.]
* [Insert your second objective here.]
* [Insert your third objective here.]

I have identified several educational sessions I’d like to attend and have listed these on an attached worksheet. Of course, I’d be glad to review the scheduled sessions with you to determine those that would provide the greatest benefit for the organization.

The full conference registration fee is <$xxx> if I register [by Aug. 19, 2021 or Sept. 23, 2021] as a member versus <$xxx> for non-members. Here is the breakdown of additional costs: [Insert your estimated travel expenses here.]

• Airfare: <$xxx>

• Ground Transportation: <$xxx>

• Hotel: <$xxx>

• Meals: <$xxx>

• Registration Fee: <$xxx>

• Membership Fee: <$xxx> (Members save $100 more on registration than their membership fee.)

The **total costs** for me to participate in APHA 2021 are: <$xxx>

Again, I believe the knowledge and professional contacts I would gain at the APHA Annual Meeting would be invaluable to our organization and would help us strengthen our work.

Sincerely,

[Your Name]