**[Date]**

Dean **[Full Name]**

**[Program Name]**

**[Program Address]**

Dear Dean [**Last Name**],

I recently received information from the American Academy of PAs about AAPA 2024, its national conference in Houston, TX, May 18 – 22, 2024. I am a member of AAPA and would like to attend this event, but as you know, funds are limited for students.

Would **[Insert PA Program Name, Student Government, or applicable school department or office]** help fund my participation in the amount of $**199**, which is the registration fee for students? **This discounted rate is only for student members who book their hotel rooms inside the AAPA hotel block.**

**[If desired, add travel/hotel funding request]**

Attending AAPA 2024 will provide me with:

**[Insert your topics of interest, reference aapa.org/conference sessions, or use some of the below suggestions.]**

* Networking opportunities with PAs and PA students from across the country with similar specialty interests
* The opportunity to learn about innovative technologies by exploring the Expo and attending Industry Sessions
* The latest in original PA research at ePoster sessions
* Advice on achieving success in clinical practice

I’ll follow up with you next week to discuss my attendance and any financial support the program can offer.

Thank you, Dean **[Insert Last Name],** for your support. I look forward to sharing my AAPA 2024 experience with you when I return.

Sincerely,

**[Signature]**

**[Your Name]**