Dear [Manager],

To support **[insert your facility]**’s goals of **[insert facility’s goals]**, I would like to request approval to attend JADPRO Live 2023. This meeting will increase my knowledge base and allow me to provide a higher level of care to our hematology and oncology patients.

The conference will be held from November 9 through 12, in Orlando, Florida. This event focuses on the essentials of advanced practice, including clinical knowledge, professional development, and networking. At JADPRO Live, I’ll gain the following benefits:

* In-depth sessions and education targeted toward higher-level thinking and practical application in the patient setting
* High ROI for CE dollars. I will be able to view all CE sessions on-demand after the in-person event, allowing me to earn the maximum credit hours.
* Knowledge that impacts my clinical practice and professional career
* Engaging interaction and networking with advanced practice peers

I am most looking forward to these conference sessions on [**insert your sessions of interest using the [online agenda](https://www.eventscribe.net/2022/JADPROLive/agenda.asp)**], as they will be directly applicable to what I do each day. I’ll return to work ready to put these new skills into practice. In addition, I’ll be able to share it with both advanced practitioner and physician colleagues to benefit the facility as a whole.

The conference will allow me to earn continuing education hours needed to maintain my licensure and certification, making it both an efficient use of our CE budget and time away from work.

**Costs**

JADPRO Live offers advanced practitioners a reasonable registration rate of **[insert your applicable registration rate]**. The in-person registration fee includes access to the certified CE sessions, satellite symposia, event meals, networking and peer learning events, exhibit hall, and access to all the on-demand CE content. My estimated cost for travel is $**[Cost]** and cost for hotel accommodations is $**[Cost]**. The total cost associated with attending this conference is $**[Cost]**.

Attending the event will allow me to grow professionally and learn how to better meet the needs of our patients. I believe it is a great opportunity to see how we can implement positive change and best practices at our facility.

Thank you for your consideration.

Sincerely,

**[INSERT NAME]**

For more information on the event, visit https://jadprolive.com/