[date]

Dear (insert Manager’s name):

The *2020 AAPPR Annual Conference* will be held at Red Rock Resort in Las Vegas, April 4-8. The conference is attended by hundreds of in-house physician and provider recruitment professionals from across the country. As we strive to meet the challenges and opportunities of the evolving health care environment, our informational needs are more significant than ever before. I would appreciate the opportunity to attend this conference to receive the newest information from experts in the field of in-house physician recruitment and retention.

By attending the AAPPR Annual Conference, I will have the opportunity to participate in top tier educational keynote and breakout sessions, join roundtable discussions, and network with hundreds of colleagues.

Two keynote speakers will be featured this year. Twenty-five breakout sessions with many topics to choose from will be offered at this year’s conference. Topics include trends in health care, marketing/sourcing, onboarding/retention, branding, benchmarking data and best practices, and many more. AAPPR also features sessions on new products and services from industry vendors that will help us fill open positions more effectively and efficiently. (SUGGESTION: edit this section with details on the breakouts that you plan to attend personally.)

The AAPPR certification pre-conference workshop will also be offered in-person April 4 and 5. This program is the most comprehensive, authoritative resource for those seeking to develop and test their skills and knowledge in the physician recruiting profession. I want to become one of the 10% nationwide who has achieved this highly respected certification. (SUGGESTION: edit this section based on your current status.)

Finally, AAPPR is approved as a Recertification Provider of the Society of Human Resource Management (SHRM). The 2020 conference will be eligible for professional development credits (PDC) for SHRM-CP and SHRM-SCP recertifications. The final number of PDCs will be determined closer to the conference date. The conference is also approved for HRCI recertification credit.

Please consider allowing me to attend this year’s AAPPR Annual Conference. I believe it to be one of the best educational conferences in the recruitment profession. You can expect a report upon my return on all the valuable knowledge I have gained. Thank you for your consideration.

Sincerely,

Insert Name