[date]

Dear (insert Manager’s name):

The *2021 AAPPR Annual Conference* will be held *virtually*, April 26-27. The conference is typically 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. There will also be four breakout sessions, four additional on-demand sessions, and two interactive breakout discussion sessions. Educational topics include leading through change, the future of recruitment, the impact of COVID-19 on the health care workforce, stress management, managing virtual teams, virtual onboarding and retention, rural recruitment, and many more. AAPPR also offers the opportunity to discover 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.)

Finally, AAPPR is approved as a Recertification Provider of the Society of Human Resource Management (SHRM). The 2021 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. The registration fee is (insert registration fee). I believe it to be one of the best educational conferences in the recruitment profession and a very worthwhile investment. You can expect a report upon my return on all the valuable knowledge I have gained. Thank you for your consideration.

Sincerely,

Insert Name