Dear [Manager],

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

The workshop will be held from May 5–7 in Houston, Texas. This in-person event focuses on the essentials of advanced practice, including clinical knowledge, professional development, self-care, and networking. At The JADPRO Workshop I will gain the following benefits:

* A workshop format that goes beyond the basics
* Knowledge that impacts my career
* Engaging interaction with faculty
* In-depth sessions in smaller groups with other APs in oncology
* Hands-on procedure training

I’m especially looking forward to the workshop sessions on **[insert your sessions of interest**, [reference this online agenda](https://jadpro.broadcastmed.io/jadpro/live/18/page/107)**]** 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 will be able to share it with both AP and physician colleagues to benefit the institution 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**

The JADPRO Workshop offers advanced practitioners a reasonable registration rate of **[insert your applicable registration rate]**. The registration fee includes access to the certified CE workshop sessions, non-CE satellite symposia, event meals, networking receptions and breaks, and tabletop exhibits. My estimated cost for travel is $**[Cost]** and cost for hotel accommodations is $[Cost]. The total cost associated with attending this workshop is $**[Cost]**.

The JADPRO Workshop is a more immersive and tailored experience for advanced practitioners in oncology than any other meeting in the field. 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 institution.

Thank you for your consideration.

Sincerely,

**[INSERT NAME]**

For more information on the event, visit [thejadproworkshop.com](https://thejadproworkshop.com/)