[date]

Dear (insert Manager’s name):

The *2024 AAPPR Annual Conference* will be held at the *Virginia Beach Convention Center, March 25-27* (pre-conference workshops March 24-25, full conference March 25-27). 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 and network with hundreds of colleagues.

Two keynote speakers will be featured this year. Thirty-six 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.)

AAPPR will be offering a variety of pre-conference certificate courses in-person March 24 and 25. These programs are the most comprehensive, authoritative resource for those seeking to develop and test their skills and knowledge in the physician recruiting profession. (SUGGESTION: edit this section based on your current status.)

Finally, attendance at the conference in Virginia Beach offers 6.5 continuing educational credits. AAPPR is recognized by SHRM to offer PDCs for SHRM-CP or SHRM-SCP. In addition, these credits apply toward CPRP certification renewal.

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