Dear [manager’ name],

I would like to attend the American College of Osteopathic Emergency Physicians (ACOEP) 2021 Scientific Assembly, being held in Washington, DC on October 11-15, 2021. The event is a leading conference for emergency medicine DO and MD physicians, nurse practitioners, ‎physician assistants, medical students, and other health care practitioners, and is focused on innovative evidence-based education, hands-on workshops, research ‎opportunities, and in-person networking with the ‎EM community. Attending will not only further my professional development but also advance [insert organization name] as a whole.

**ACOEP Scientific Assembly Benefits**

* **Finding Real Solutions to Our Biggest Challenges.** With more than three days of programming, the Scientific Assembly will provide me with the latest insights and evidence-based strategies for moving forward in a post-COVID world.
* **Meeting and Learning from the Leaders in the Field.** The speakers, panelists, attendees, and exhibitors are at the forefront of the EM field. This is a great opportunity to find out how they tackle challenges and in turn apply those practices to our work at [insert your organization name].
* **Networking.** It’s time to get back to meeting colleagues and peers, fact-to-face. At the Scientific Assembly I’ll make new connections and find out how others are managing current issues we are facing.
* **Staying Relevant.** If we want to be and stay relevant, we must embrace, understand, and integrate new methods into our work. Attending ACOEP events is the best way to do this successfully.
* **Inspiring Our Team.** I’ll take what I learn from the Scientific Assembly and share it with our team. I’ll leave the conference with the tools and know-how to integrate new strategies into our practices, which in turn will positively impact [organizations name’s].

The [schedule linked here](https://acoep.org/wp-content/uploads/2021/07/SA21-Quick-Guide-v4.pdf), provides a preliminary look at the program agenda. With informed speakers, panelists and colleagues from different specialties and fields, the Scientific Assembly is the perfect place to discover new ideas, best practices, and actionable takeaways that we can implement right away and move [insert organization name] forward.

Attending the ACOEP 2021 Scientific Assembly is cost-effective as well. My projected costs for attending are [insert registration fee], plus [insert estimated cost] for travel, meals and accommodations. This estimate assumes that I register by the early bird deadline to receive the lowest registration cost.

I hope you will consider my request and grant me approval to attend the ACOEP 2021 Scientific Assembly.

Thank you for your consideration.

Sincerely,

[Your Name]