Dear <Supervisor’s Name>,

I would like to attend the ASPL Developments in Pharmacy Law Seminar, November 1-4, 2018 in Hilton Head, SC.

ASPL is an essential resource of professional education and networking. It’s expected to draw more than 300 attendees and will offering 15 hours of continuing education sessions in a wide range of pharmacy and pharmacy law topics including opioids, standard of care, PBM issues, ethics, 340B, and updates in pharmacy law.

Professionally, I stand to benefit greatly from attending sessions that focus on <list benefits to your responsibilities>. And after reviewing the educational content of this conference, I have identified topics that will allow me to gain important knowledge and skills relative to our mission here at <name of your organization>.

Developments in Pharmacy Law Seminar is a rare opportunity for pharmacists, attorneys of pharmacy law, educators and students of pharmacy and/pharmacy law, and consultants to learn together about new developments and practices in our field. In addition, this conference is attended by leaders in pharmacy and pharmacy law from across the country and the networking opportunities are invaluable.

For these reasons and more, I am seeking approval for the registration fee and travel expenses to the conference.

Thank you for your time and consideration. I’m confident that you’ll agree that this opportunity to develop professionally and gain knowledge will directly help <name of organization> and makes my attendance at the 2018 ASPL Developments in Pharmacy Law Seminar a wise investment.

Sincerely,

<your name>