

Dear Dr. *(Insert Last Name)* –

I am writing you regarding the upcoming Pediatric Academic Societies Meeting held April 26 – May 3, 2023, in Washington, D.C. I would like to request your support for my attendance at this meeting. PAS is the premier North American scholarly child health meeting and with over 3,000 presentations being presented, I know it would be a great value add for myself as well as *(Insert Institution)*.

As you can see this meeting is very worthwhile and the 2023 agenda has even more to offer. I have identified the following sessions and workshops that would advance my work while also supporting *(Insert Institution)* focus:

*Insert Session Title and Description:*

*Expand on what you will learn and how this will enhance your work and institutional goals*

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PAS also offers Workshops that are highly interactive and address innovative ideas and learner-centered needs. I have identified the following Workshops that I would like to attend:

*Insert Workshop Title and Description:*

*Expand on what you will learn and how this will enhance your work and institutional goals*

When I am not in session, I will have the opportunity to visit with over 100 exhibitors demonstrating the latest pediatric innovative technologies, products and services. There will also be an abundance of poster presenters showcasing the latest pediatric research in their field.

I am optimistic you will approve my attendance at PAS 2023. The following is a breakdown of the estimated cost for me to attend.

*Conference Registration*

*Additional Fee for Pre or Post Programs*

*Lodging*

*Mileage*

*Airfare*

*Food Per Diem*

Thank you in advance for your time and consideration. I would love to discuss this further with you if you have any questions.

Best Regards,

*(Insert Your Name and Title)*