Dear [Supervisor First Name],

I want to attend the AHIMA Virtual Assembly on Education (AOE) happening July 27, 2022, and I hope you’ll approve this request.

AOE is a once-a-year opportunity for our health information educator community to come together to learn, network, and uncover opportunities to impact health.

Important session topics address professional practice experience, student and program evaluation, and thought leadership. This year, the AOE experience includes live and on-demand content that I can access virtually for one year. In addition, I have the ability to earn 16.5 CEUs, demonstrating my commitment to learning and leveraging best practices in health information education.

Attending AOE will offer professional development opportunities to:

* Strengthen my instructional knowledge to impact student learning outcomes
* Cultivate program management practices improving recruitment and engagement
* Stay up to date with the emerging practice approaches to health information
* Network with other educators and share best practices

AOE22 is a live virtual event with on-demand access to all event sessions. Registration includes the all-day event; three on-demand sessions; and two town halls.

Live sessions will be recorded, and all sessions will be available in the MyAHIMA learning center for one year after the purchase. Due to the virtual format, we eliminate travel and meal expenses, plus registration includes expanded on-demand learning opportunities to earn CEUs.

* Total registration fee: $[INSERT TOTAL]

Thank you for considering my request to attend this event.

Sincerely,

[Your Name]