Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to request approval to virtually attend the [Academy of Oncology Nurse & Patient Navigators (AONN+) Navigation & Survivorship Annual Conference](https://www.aonnonline.org/conferences/annual-conference), a meeting devoted to overcoming barriers to care in the profession of navigation to better serve patients, families, and caregivers.

AONN+ Annual is the premier event for oncology patient navigation, providing an unparalleled opportunity to grow professionally and bring global best practices back to our institution. It’s the only event of its kind focused exclusively on oncology patient navigation.

Attending this conference November 15-18, will allow me to earn up to 17 continuing education contact hours in a 5-day span, making it an efficient use of both the organization’s investment and time away from work. The agenda includes informative sessions on disease state discussions and practical solutions to daily navigation challenges, and accredited content.

Please review the detailed breakdown of attendance costs:

|  |  |
| --- | --- |
| Registration fee: | $ |
| Registration includes access to all educational sessions, slide decks, and entry to the virtual exhibit hall. | |

The total approximate costs associated with attending the conference are: $\_\_\_\_\_. I genuinely believe this is a worthwhile investment for [organization name].

Thank you for considering my request. I’m excited by the opportunity to network with more than 1,000 oncology navigators and cancer care professionals from the global cancer community. For more information on the event, visit [aonnonline.org/conferences/annual-conference](https://www.aonnonline.org/conferences/annual-conference).

Sincerely,