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

I would like to request approval to virtually attend the Cancer Support Community’s Psychosocial Oncology Professionals Symposium (POPS), a conference devoted to advancing the practice of psychosocial oncology professionals to better serve those impacted by cancer, including patients, survivors, caregivers, and families.

POPS is a premier event for mental health and medical oncology professionals, providing an unparalleled opportunity for me to grow professionally and bring best practices and innovations in care back to our institution. This event is packed with opportunities to connect with faculty and my peers, share best practices, and build my capacity to provide psychosocial care to diverse populations.

Attending this conference on October 11-12, 2023, will allow me to earn up to 8.0 continuing education contact hours in a two-day span, making it an efficient use of the organization’s investment in my professional development. The conference includes educational sessions on psychosocial care and the impacts of cancer, promoting professional well-being, as well as meaningful ways to respond to the impact of structural factors on patient health and health systems.

Below is a detailed breakdown of attendance costs:

|  |  |
| --- | --- |
| Registration fee: | $200 |
| Registration includes access to all educational sessions, the cost of up to 8.0 CEs, PDFs of 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 enhance my knowledge and skills and engage with my fellow professionals in the global cancer community. For more information on the event, please visit <https://www.cancersupportcommunity.org/learning-training-program>.

Sincerely,