[Date]

Dear [Supervisor’s Name],

I am writing to request approval to attend the [108th American Orthotic & Prosthetic Association’s (AOPA) National Assembly](https://aopaassembly25.eventscribe.net/aaStatic.asp?SFP=U1JMUUxWVUxAMjE3MDk) being held September 3-6 in Orlando, Florida. Since 1917, AOPA has been the largest trade association consisting of more than 1,600 patient care facilities and suppliers that together manufacture, design, distribute, fabricate, fit, and provide clinical care for patients using orthoses and prostheses. The National Assembly features more than 2,000 attendees and 160 exhibitors.

AOPA’s National Assembly offers the benefits of:

* + Earning CE credits – AOPA’s 2024 National Assembly had more than 100 CE credits available.
  + Access to an Exhibit Hall with the latest devices, technologies, and techniques
  + Hands-on learning through the 2025 Technical/Pedorthic Lab and the Digital Showcase that will help me innovate and improve techniques with patients
  + Opportunities for collaboration through dedicated networking time with more than 10 hours of networking time
  + Hearing the latest in the profession through educational sessions that include topics such as Clinical: Orthotics, Clinical: Prosthetics; Business Education; Digital Education; Technical Education; and Pedorthic Education
  + Access to sessions post-event with breakout and general session content available for two months after the event via the Virtual Assembly, included in a full conference registration

[Include if an AOPA Member:] In addition, our AOPA Membership gives me a member rate, which has a discount of $500.

[Include if a student:] AOPA offers a special rate to students of $107 at the early bird registration rate.

I am confident that attending AOPA’s National Assembly is an investment that will greatly benefit my professional development, offer opportunities for future collaboration, inform and enhance my teaching, and provide insights that will enhance our [company] as a whole.

Thank you for considering my request and I look forward to your positive response.

Sincerely,

[Your Name]