

Letter Template

Note: Only you know what will motivate your employer to support you in attending AADE18. Please keep that in mind when using this template and customize it to best fit your situation.

Dear *(employer name here)*,

The AADE annual conference is the nation's premier diabetes education event. This year diabetes educators from across the U.S. will be coming together in Baltimore, Maryland from August 17-20.

WHY I SHOULD ATTEND AADE18

With a focus on elevating the education experience, AADE18 will help me discover the latest research, technologies and best practices as it relates to diabetes care.

THE SESSIONS I AM MOST INTERESTED IN THIS YEAR INCLUDE:

- *(list main education tracks/sessions that are most relevant to your current job/goals-see 2 examples below)*
- *The Continuous Glucose Monitoring Shared Medical Appointment Experience*
- *Population Health: Following the Journey in a Technology-Driven World*

AADE18 WILL BENEFIT US BOTH BY:

(personalize based on your Cost/Benefits Worksheet)

- Giving me the tools to come back and share the latest advancements in technology, clinical therapeutic approaches, program management skills, and more
- Exposing me to more than 200+ organizations, products and innovations in diabetes care featured in the exhibitor hall
- Offering an unmatched networking opportunity to meet and share best practices with diabetes educators from across the U.S.
- Providing the chance to meet and learn from well-known speakers, exhibitors and industry representatives

I hope you see the value of my participation in AADE18 and how it relates to our organization and the overall care we provide to people living with diabetes.

Based on the registration and travel expenses required to attend, I would like to request that *(insert company name)* support my professional education by funding \$XXX to help make my attendance this year at AAD18 a reality.

Please let me know if you have any questions.

(your name and contact info here)