

Dear [Supervisor First Name],

I want to attend the [AHIMA Virtual Assembly on Education](https://aoe.ahima.org/) (AOE) happening July 26–28, 2021, 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 curriculum competencies, academic leadership, and instructional tools and technology. This year, the AOE experience includes [on-demand, pre-conference sessions](https://aoe.ahima.org/schedule/pre-conference-learning-sessions/) to earn even more continuing education units (CEUs) and maintain my commitment to ongoing professional development.

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

AOE21 is a live virtual event with on-demand access to all event sessions. See the full schedule [here](https://aoe.ahima.org/schedule/). Due to the virtual format, we eliminate travel and meal expenses, plus registration includes expanded on-demand learning opportunities to earn CEUs.

* Total [registration](https://aoe.ahima.org/#pos_9791) fee: $[INSERT TOTAL]

Thank you for considering my request to attend this event.

Sincerely,

[Your Name]