**[Date]**

Dear **[Employer/Preceptor/Dean],**

I would like your approval to attend the Kappa Psi 59th Grand Council Convention, July 17-21, 2019 in Washington, DC. The Grand Council Convention is the every two year meeting of my professional pharmacy Fraternity which brings together upwards of 700 pharmacy students, pharmacists and healthcare industry professionals. During the five-day meeting, there will be continuing education credits offered, personal and professional development workshops and networking opportunities that will benefit myself and **[Employer/school/etc].** Also included in the meeting is a series of events as outlined in the attached brochure that can be universally beneficial to its attendees which can then be brought back here.

The 59th Grand Council Convention will give me unparalleled opportunities to learn about various healthcare topics, engage in personal growth through workshops, network with industry experts and colleagues, and to expand my professional horizons. I will also be able to develop philanthropic efforts locally, and for the Fraternity, that will help me learn what we can do to help our own community as well as on a larger scale. In addition to this, I will learn valuable skills that can be applied to my local chapter and assist in developing future leaders in the profession of pharmacy.

**I** **plan to achieve the following three objectives:**  
*(Examples – I plan to take back information from three research studies that affect our work at XXX. I plan to meet with five companies that we could partner with on XXX)*

**Objective 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The 59th Grand Council Convention is a terrific value. Registration fees are considerably lower than those for most meetings of this size and caliber.

I am confident that by attending this event, I will provide added value to our organization. I look forward to bringing my key takeaways back to implement and share with our organization to strengthen our work. Please let me know if you would like additional information, or check Kappa Psi’s website for information about the meeting at <https://kappapsi.com/gcc-59>.

Sincerely,

[Your Name]

**Here is the breakdown of projected costs**

|  |  |  |
| --- | --- | --- |
| **Registration Fee** | I can save up to $100 if I register before May 17th | **$** |
| **Airfare** | Airfare booked further in advance of the meeting can save money. | **$** |
| **Transportation** | Cab, shuttle or rental cars are available. | **$** |
| **Hotel** | Kappa Psi has negotiated lower rates for the host hotel. | **$** |
| **Other** | Meals, per diem, parking ($5/day), etc. | **$** |
|  |  |  |
| **Total Estimated Costs** |  | **$** |