Re: World-Class Management Program for Chairs and Academic Administrators

Dear [Supervisor’s Name],

I am writing to request approval to attend the *virtual 2020 Chairs and Academic Administrators Management Program (CAAMP),* hosted by [AAL](http://www.aalgroup.org) on August 20-21, 2020. I researched many conferences and meetings, and this event develops new, current, and aspiring administrators, particularly in health professions education. Here is a look at what participants have to say about CAAMP:

“This has been an eye-opener for me as an emerging academic leader. ***The CAAMP program has been the best investment that I have done in my academic career so far*.”**

CAAMP is more than just a conference or a chairs’ meeting—it is a two-day virtual experience that offers practical strategies, interactive learning, one-on-one engagement with leaders who have successfully powered through obstacles and have approaches to share with upcoming leaders. In addition to the one-on-one engagements, CAAMP offers the opportunity to network with colleagues through meaningful dialogue and from insight on supporting institutional needs.

Between presentations, coaching, and breakout sessions, I believe participating will help me improve our institution’s academic culture, and equip me with the necessary skills and knowledge to:

* List Goal for Department or Institution
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CAAMP creates a clear bridge between theory and practice and provides new tools that help participants view their roles through a widened administrative lens. Thus, the ROI from attending this event will be immediate and significant.

If you would like to discuss further, please do not hesitate to call me. I look forward to your reply. Thank you for your consideration.

Sincerely,

[Your Name]